# Plan de Aseguramiento de Calidad de Software

# Cómo utilizar esta plantilla

Esta plantilla está basada en el estándar del Institute of Electrical and Electronics Engineers (IEEE) 730-1998, IEEE Standard for Software Quality Assurance Plans, and IEEE Standard 730.1-1995, IEEE Guide for Software Quality Assurance Planning.

Esta plantilla debe completarse con información específica del proyecto para producir un plan de aseguramiento de calidad de software (SQA), que incluya de manera precisa las estructuras organizacionales, tareas, roles y responsabilidades pertinentes.

Para utilizar esta plantilla, reemplace el texto y bloques en gris oscuro con la información correspondiente al proyecto.

Cuando esté completo, elimine todos los textos introductorios, y ejemplos y convierta el texto a color negro

# Documentación de Versionamiento

Documente los cambios a este documento en la tabla Lista de Revisiones. Para solicitar un cambio, utilice el formulario Solicitud de Cambio.

## Lista de Revisiones

**\*A** – Adición; **M –** Modificación; **D** – Deleted (Eliminación)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Versión** | **Fecha** | **Número de la Figura, Párrafo,**  **Documento completo** | **A\* M D** | **Título o breve descripción** | **Número de Solicitud de Cambio** |
| 1.0 | 6/30/16 | Entire Document | **A** | Updated Template to include checklists for general Software Engineering Process Verification |  |
| 1.1 | 7/04/16 | Section 3 – SQA Tasks | **M** | Revised task definitions and reorganized into mutually exclusive task activities; incorporated process audit checklists | SQAPT-003  SQA-0001 |
|  |  |  |  |  |  |

## Documento de Solicitud de Cambio

|  |  |
| --- | --- |
| Document Title: **Plan de Aseguramiento de Calidad de Software** | Número: |
| Organización que hace la solicitud: | |
| Contacto: | Tel: |
| Correo: | |
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| Cambio propuesto: | |
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# Sección 1 – Objetivo

Reemplace el texto en gris, por los detalles del proyecto.

Texto en gris *itálico* provee explicaciones adicionales de qué incluir cuando reemplace el texto

El objetivo de este plan es definir el Aseguramiento de Calidad de Software (SQA) para el proyecto [Project Name]. Se definen tareas y responsabilidades, referencias a documentos y guías para llevar a cabo las actividades de SQA, se proveen los estándares, prácticas y convenciones a utilizarse, al igual que las herramientas, técnicas y metodologías necesarias para llevar a cabo y documentar las actividades de SQA.

## 1.1 – Alcance

El plan establece las actividades SQA a lo largo del ciclo de vida de desarrollo del proyecto.

Este plan asegura que el software y su documentación cumple con los requisitos de funcionales, de negocio, y técnicos esperados.

La Tabla 1 muestra las actividades de CVDS, identificadas en el estándar IEEE, Standard Serie 122207

**Table 1. Software Lifecycle Activities**

|  |  |
| --- | --- |
| **FASE CVDS** | **ACTIVIDAD** |
| DEFINICIÓN | Planificación del Proyecto |
| Software Development Environment |
| Análisis de Requisitos |
| DISEÑO | Diseño del Sistema |
| Análisis de Requisitos |
| Diseño del Software |
| DESARROLLO | Pruebas Unitarias |
| PRUEBA | Pruebas de Integración y Regresión |
| Pruebas de Verificación y Validación |
| DESPLIEGUE/RELEASE | Preparación del Software para su Uso |
| Preparación de Transición |
| MANTENIMIENTO | Mantenimiento a lo largo del Ciclo de Vida |

## 1.2 – Panorámica del Sistema

El [Nombre del Proyecto] …

*Describa brevemente de qué se trata el proyecto, incluyendo las dependencias con otros sistemas, si los hay.*

## 1.3 – Definiciones y Acrónimos

## 1.3 – Relación con otros Planes

Se incluye una lista complete de todos los documentos que son referenciados en este documento, incluyendo sus versiones y fechas. Se incluyen Plan de Desarrollo de Software, Plan de Implementación, Plan de Gestión de la Configuración (SCM- Software Configuration Management Plan), etc.

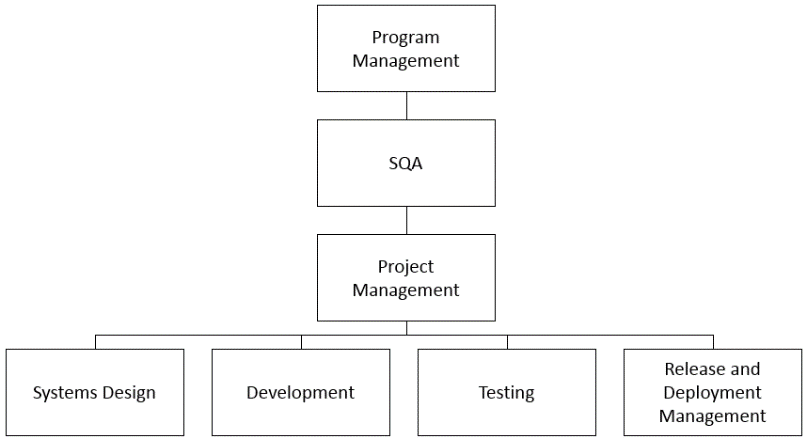
# Section 2 – SQA Management

Reemplace el texto en gris con lo aplicado al proyecto.

## 2.1 – Estructura Organizacional SQA

Es importante contar con un grupo de SQA que garantice la independencia de la aplicación de los principios de calidad.

**Figure 1. SQA Group in Relation to Project Organization**



*Replace Figure 1 with your project’s organizational structure with the inclusion of how SQA fits. Provide descriptions of the functional responsibilities of each group within the organizational structure.*

*In describing the functional responsibilities, answer the following:*

*a. Who interacts with SQA?*

*b. Who has the authority to delegate responsibilities of interacting functions?*

*c. What are the reporting relationships that currently exist between SQA and other functional groups?*

*d. Who has software artifact/product release authority?*

*e. What is the current approach for escalating conflicts and the method by which conflicts are to be resolved?*

**Program Management** is responsible for the following items:

1. Establishing a quality program by committing the project to abide by process policies in place, reference (d).
2. Reviewing and approving the [Project Name] SQA Plan.
3. Resolving and following up on quality issues surfaced by the SQA group, reference (c).
4. *Fill in other responsibilities*.

**Project Management** is responsible for:

1. Implementing the quality program according to references (a) and (d).
2. Identifying and appointing individuals or a group independent from the project to perform SQA functional responsibilities.
3. Resolving and following up on quality issues surfaced by the SQA group, reference (c).
4. Developing and maintaining planning documents, test plans, and the created SQA plan.
5. *Fill in other responsibilities*.

*Describe functional responsibilities for all other involved parties with the development project using the following format*:

[**Functional Group of Development Project**] is responsible for:

*For your SQA team, fill out the following table*:

**Table 2. SQA Team (Roles and Responsibilities)**

|  |  |  |
| --- | --- | --- |
| **Role** | **Assigned** | **Responsibilities** |
| Quality Coordinator | Jane Doe | * Responsible for ensuring quality activities are planned and executed * Responsible for ensuring that all SQA team members are trained for their given roles and responsibilities |
| Quality Lead | John Smith | * Responsible for leading SQA activities (e.g. coordinating code reviews) |
| Quality Reviewer(s) | Jack Fly  Karl Hunt  Sue Matheny | * Reviews and identifies defects in artifacts developed from development teams |
| SQA Analyst(s) | Kendra Devola  Linda Velez Mark Henderson | * Responsible for providing support during SQA activities |

*Con el propósito de tener una visual de la distribución de las responsabilidades, la Tabla 3 identifica las personas según su rol, nivel de responsabilidad, asociado a la fase del CVDS. Las siglas RACI corresponden con el estándar utilizado en PMIBOK (Project Management Institute Body of Knowledge), de la siguiente manera:*

*R: Respinsable – el que realiza la tarea específica*

*A: Accountable – el que en última instancia rinde cuentas de la correcta y oportuna conclusión de una actividad. Suele ser la persona que aprueba*

*C: Consulted – el que brinda información necesaria para llevar a cabo la actividad, tomar decisiones y brindar asesoramiento experto*

*I – Informed – Toda persona que debe estar informada, y forma parte de los involucrados. No participan en la toma de decisiones, pero deben estar informados*

**Table 3. RACI Chart**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Assigned** | **Define** | **Design** | **Develop** | **Test** | **Deploy** |
| BA Lead | Josh Sandwich | R | C | C | C | I |
| Designer Lead | Gracie Parks | C | C | R | C | C |
| Developer Lead | Daniel White | I | R | C | I | I |
| Architect Lead | Austin Rosario | C | C | I | R | I |
| Tester Lead | Katherine Whitnall | C | C | C | C | I |
| Ops Lead | George Curan | C | C | C | C | R |

## 2.2 – Estándares, prácticas y convenciones

## 2.3 – Esfuerzo, recursos y calendarios

## 2.4 – Herramientas

# Section 3 – SQA Tasks

Utilice el texto en gris como guía, y reemplace con lo específico del Proyecto.

## 3.1 – TASK: Proceso de Evaluación de Análisis de Requisitos de Software

The purpose of software requirements analysis is to generate, document, and manage software requirements; respond to requests for clarification, correction, or change; analyze impacts made by changes in requirements established; revise requirements specifications; and manage/revise the software requirements analysis and change processes.

SQA activities/procedures within this task are defined as:

1. Verify that the correct participants are present during the requirements analysis process to determine all end-user needs of the software.
2. Verify that all requirements are reviewed to determine if they are feasible for implementation and testing, clearly stated, consistent, and nonambiguous.
3. Verify that changes to requirements and work products are identified reviewed, and measured to closure.
4. Verify that project management personnel (e.g. product owners, business analysts) involved with the requirements analysis process are appropriately trained in the necessary procedures applicable to their area of responsibility.
5. Verify that commitments are documented, communicated, reviewed, and accepted by the Program and Project Management group.
6. Verify that the prescribed processes for defining, documenting, and allocating requirements are followed and documented.
7. Verify that requirements are documented, managed, controlled, and traced to other relevant software artifacts.

Document the result of this SQA task using the Process Audit Checklist Form found below:

**Table 4. Process Audit Checklist Form – Requirements Analysis Process**

|  |
| --- |
| SYSTEM REQUIREMENTS ANALYSIS PROCESS AUDIT CHECKLIST |
| **Project:**  **Date:**  **Prepared by:** |
| **Procedures:**  \_\_\_\_The correct participants are involved in the systems requirements analysis process to identify all user needs.  \_\_\_\_Requirements are reviewed to determine if they are feasible to implement, clearly stated, and consistent.  \_\_\_\_Changes to allocated requirements, work products, and activities are identified, reviewed, and tracked to closure.  \_\_\_\_Project personnel involved in the system requirements analysis process are trained in the necessary procedures and standards applicable to their area of responsibility to do the job correctly.  \_\_\_\_The commitments resulting from allocated requirements are negotiated and agreed upon by the affected groups.  \_\_\_\_The commitments are documented, reviewed, accepted, approved, and communicated.  \_\_\_\_Allocated requirements identified as having potential problems are reviewed with the group responsible for analyzing system requirements and documents, and necessary changes are made.  \_\_\_\_The prescribed processes for defining, documenting, and allocating requirements are followed and documented.  \_\_\_\_Requirements are documented, managed, controlled, and traced (preferably via a matrix). |

## 3.2 – TASK: Proceso de Evaluación del Diseño

The purpose of the software design process is to generate decisions about the application’s behavioral design and organize the application into modules that create the entirety of the application. The functions of each module and relationships amongst modules will be defined during the design process. The design process will conclude with a detailed design that defines the logical flow of how the application will satisfy the outlined requirements.

SQA activities/procedures within this task are defined as:

1. Verify that the design specification documents and traceability matrix are prepared and kept current.
2. Verify that design documents are updated based on approved changes to requirements.
3. Verify that design walkthroughs evaluate compliance of the design to requirements, identify defects, and evaluate other design alternatives that best suit the requirements set out by the application.
4. Verify that requirements conform to standards and are well defined prior to the execution of design activities.
5. Design documents are thoroughly reviewed for approval.

Document the result of this SQA task using the Process Audit Checklist Form found below:

**Table 5. Process Audit Checklist Form – Design Process**

|  |
| --- |
| DESIGN PROCESS AUDIT CHECKLIST |
| **Project:**  **Date:**  **Prepared by:** |
| **Procedures:**  \_\_\_\_System design documents and the traceability matrix are prepared and kept current and consistent.  \_\_\_\_Relevant system design documents are updated based on approved requirements changes.  \_\_\_\_Design walkthroughs (peer reviews) evaluate compliance of the design to the requirements, identify defects in the design, and evaluate alternatives.  \_\_\_\_Project personnel involved in the system requirements analysis process are trained in the necessary procedures and standards applicable to their area of responsibility to do the job correctly.  \_\_\_\_The commitments resulting from allocated requirements are negotiated and agreed upon by the affected groups.  \_\_\_\_The commitments are documented, reviewed, accepted, approved, and communicated.  \_\_\_\_Allocated requirements identified as having potential problems are reviewed with the group responsible for analyzing system requirements and documents, and necessary changes are made.  \_\_\_\_The prescribed processes for defining, documenting, and allocating requirements are followed and documented.  \_\_\_\_Requirements are documented, managed, controlled, and traced (preferably via a matrix).  \_\_\_\_The following documents undergo peer review during this phase of development:  \_\_\_Software Design Document  \_\_\_Interface Design Document  \_\_\_Software Programmers Manual |

## 3.3 – TASK: Evaluación del Proceso de Implementación

SQA activities/procedures within this task are defined as:

1. Verify that the coding process, associated code reviews, and software unit testing are conducted in conformance with the standards and procedures established by the project.
2. Verify that action items resulting from reviews of the code are resolved with regards to standard operating procedures.

Document results of this SQA task using the Process Audit Checklist Form found below:

**Table 6. Process Audit Checklist Form – Software Implementation Process**

|  |
| --- |
| SOFTWARE IMPLEMENTATION PROCESS AUDIT CHECKLIST |
| **Project:**  **Date:**  **Prepared by:** |
| **Procedures:**  \_\_\_\_Code and the traceability matrix are prepared and kept current and consistent based on approved software requirement changes.  \_\_\_\_Code walkthroughs (peer review) evaluate compliance of the code to the approved design, identify defects in the code, and evaluate and report alternatives.  \_\_\_\_Changes to code are identified, reviewed, and tracked to closure.  \_\_\_\_Software unit testing is conducted in conformance with the approved standards and procedures.  \_\_\_\_Ensure that passing criteria for unit test is documented and that compliance has been recorded. |

## 3.4 – TASK: Evaluación del Proceso de Pruebas

The testing process is to focus on verifying the proper operation of interfaces between components, the flow of data through the system, and the degree to which the software under test satisfies outlined requirements.

SQA activities/procedures within this task are defined as:

1. Verify that software test activities are identified, test environments are defined, and guidelines for testing are designed.
2. Verify that as many software integration tests as necessary and all of the software performance tests are witnessed to verify that the approved test procedures are being followed.
3. Verify that the responsibility for testing and for reporting on results has been assigned.
4. Verify that testing has been conducted in accordance with the outlined activities in the software test plan.
5. Monitor test activities and certify test results.

Document the results of this SQA task using the Process Audit Checklist Form found below:

**Table 7. Process Audit Checklist Form – Testing Process**

|  |
| --- |
| TESTING PROCESS AUDIT CHECKLIST |
| **Project:**  **Date:**  **Prepared by:** |
| **Procedures:**  \_\_\_\_Test cases are defined.  \_\_\_\_The defined test cases are followed.  \_\_\_\_Test pass/fail criteria are defined.  \_\_\_\_An approved test plan and test description exists.  \_\_\_\_The test environment, including both hardware and software requirements, is set up as required by the test plan.  \_\_\_\_Each test case in the test description is executed.  \_\_\_\_The results of the tests are recorded in a test report.  \_\_\_\_All test cases are executed on the system. |

## 3.5 – TASK: Evaluación del Proceso de Gestión de Release y Deployment

The release management/deployment process ensures that product delivery to production is successful and any changes made to the product are appropriately rolled back.

SQA activities/procedures within this task are defined as:

1. SQA will evaluate the activities in preparation for end-item delivery to verify that program or project requirements, if any, for functional and physical audits of the end-item products are being satisfied.
2. Change requests approved are properly documented and relevant stakeholders within the development process are well informed of the change to make the necessary plans to adjust the product to the specified change requirements.
3. The production environment strategy is devised for deployment purposes and the production environment is clearly defined and set up prior to deployment.

Document the results of this SQA task using the Process Audit Checklist Form found below:

**Table 8. Process Audit Checklist Form – Testing Process**

|  |
| --- |
| RELEASE MANAGEMENT/DEPLOYMENT PROCESS AUDIT CHECKLIST |
| **Project:**  **Date:**  **Prepared by:** |
| **Procedures:**  \_\_\_\_The software is generated from the software library in accordance with the development plan.  \_\_\_\_The production environment strategy is well defined and devised.  \_\_\_\_The production environment is properly configured for deployment prior to deployment.  \_\_\_\_Change requests are taken on by the development teams once approved by program management.  \_\_\_\_The change request process is followed correctly. |

# Section 4 – Documentación

This section outlines the minimum requirements for documentation of all software artifacts and related results.

To ensure that the software implementation process satisfies all requirements, the following documentation practices are required as a minimum. Note that this section may or may not apply depending on the development methodology used:

## 4.1 – Documento de Requisitos de Software

This document outlines all functional requirements, quality attributes, and constraints. The process in which this documentation occurs is project-specific.

Documentation SQA Checklist – Software Requirements Document

|  |
| --- |
| SOFTWARE REQUIREMENTS DOCUMENT CHECKLIST |
| **Project:**  **Date:**  **Prepared by:** |
| **Procedures:**  \_\_\_\_The document outlines all functional requirements, quality attributes, and constraints with a unique identifier.  \_\_\_\_The functional requirements have been reviewed and approved by the Application Manager (or related) and by the business.  \_\_\_\_The document ensures that all relevant notes taken during the interview process have been formally recorded or referenced in another document. |

## 4.2 – Informes de Pruebas de Software

This document contains all test information that pertains to the current system under testing. The completion of these test results within each report are verified during scheduled walkthroughs set by the SQA group.

## 4.3 – Arquitectura y Diseño de Software

Documentation for software architecture and design depict how the software is to be structured to satisfy the software requirements documentation and design specification documentation.

## 4.4 – Documentación de Usuario

Documentation for end users describes data control inputs and outputs, workflows, sequences, functional constraints, and other relevant information related to the software product.

# Section 5 – Medición de la Calidad del Software

*For each stage within the development process, outline metrics that the SQA group and stage-related team members will measure. Establish metrics that measure the overall quality of the development process.*

*For each metric, outline the upper and lower tolerance limits.*

*Establish the frequency of data collection for each metric and corrective measures if a measurement exceeds a tolerance limit.*

**Table 9-1. SLDC Stage-Specific Metrics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SLDC Stage** | **Metric** | **Lower Tolerance Limit** | **Upper Tolerance Limit** | **Measurement Frequency** |
| DEFINE | Percent of defects with requirement errors as root cause | 5% | 10% | Post-release |
| DESIGN | Percent of defects with design errors as root cause | 5% | 10% | Post-release |
| DEVELOPMENT | Number of bugs resolved per commit found during commit | 90% | 100% | Per sprint |
| TEST | Percent of test cases passed | 90% | 100% | Testing phase completed |
| DEPLOY | Number of defects identified pre-release | 5 | 15 | Pre-release |

**Table 9-2. SQA Overall Metrics**

|  |  |  |
| --- | --- | --- |
| **SQA Overall Metric** | **Lower Tolerance Limit** | **Upper Tolerance Limit** |
| Defect Detection Efficiency | 90% | 100% |
| Defect Removal Efficiency | 90% | 100% |
| Mean Time to Repair | 2 hours | 1 day |

# Section 6 – Capacitación

*Identify training activities required to meet the needs of the SQA plan.*

Table 9 provides a matrix that identifies the required skills to perform SQA tasks to implement this SQA plan for [Project Name]. The training schedule will be compatible with the project schedule. In some cases, training will be conducted on the job.

**Table 10. SQA Training Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **SKILL REQUIREMENTS** | **TYPE** | **SOURCE** |
| Code Reviews | Source Language, Peer Reviews | Classroom/ On-the-Job | Program Management, Peer Review Process and Workshop |
| Documentation Reviews | Software Development and Documentation Standards and Guidelines, Peer Reviews | Classroom/ On-the-Job | Program Management, Peer Review Process and Workshop |
| Process Audits | Software Development Lifecycle Processes, Audit Techniques | Classroom/ On-the-Job | IEEE |
| Testing | Testing Methodologies | On-the-Job | IEEE |
| SQA Management | Project Management | Classroom/ On-The-Job | Program Management, Software Project Management (SPM) Course |
| Metrics | Data Collection and Analysis | Classroom/ On-The-Job | Program Management, Software Project Management (SPM) Course |
| Problem Reporting and Correction Action | Configuration Management | Classroom/ On-The-Job | Program Management |
| Tools | Vendor-Supplied Training | Classroom/ On-The-Job | Vendor, IT/Ops |
| Code, Media, and Supplier Control | Configuration Management | Classroom/ On-The-Job | Program Management |
| Risk Management and Analysis | Risk Management Process | Classroom/ On-The-Job | Program Management, Software Project Management (SPM) Course |
| Software Management | Software Management Process | Classroom/ On-The-Job | Program Management, Software Project Management (SPM) Course |

# Section 7 – SQA Informe y Resolución de Problemas

This section describes the reporting and control system used by SQA to record and analyze discrepancies and to monitor the implementation of corrective action. The form used by SQA for issue reporting can be a Quality Process Issue Form.

## 7.1 – Incidencias del Proceso de Calidad

SQA reports the results of a process audit and provides recommendations, if necessary, using the Process Audit Report. The Quality Process Issue Form is used to record that the process is (1) being followed correctly and working effectively, (2) being followed but is not working effectively, or (3) not being followed.

The Project Manager of the [Project Name] uses this report in the following ways:

1. To provide insight into whether there is compliance with the development process and the process’ effectiveness to meet project goals. Where appropriate, the PM shall initiate change to established processes to ensure timely delivery of the software in development.
2. To agree or disagree with recommendations cited in the Quality Process Issue Form made by other stakeholders. If the PM disagrees with the recommendations cited in the form, the final disposition should be made by the Project Sponsor and/or Program Management.

**Table 11. Process Audit Form**

**Quality Process Issue Form**

Tracking Identifier: \_\_\_\_\_\_\_\_\_\_\_\_

Lead Auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Of Report: \_\_\_\_\_\_\_\_\_\_\_\_\_

Audit Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Process/Procedure Audited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audit Checklist Used: (Attach) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audit Findings: (Check One)

\_\_\_\_\_ Process/Procedure Acceptable

\_\_\_\_\_ Process/Procedure Unacceptable

(Subject to satisfactory completion of action items listed below)

Conditions noted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Action Item (AI):

Title Assigned To: Due Date: Completion Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Corrective Action:

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Disposition: (Circle One) Approve Cancel Defer

Project Manager: Date:

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AI Closure:

SQA Sign-off: Date:

(File completed form in SQA Evaluation Record)

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