Quality Assurance Checklist

* Deliverable 1 – Creating Budget Report
  + Quality Standard 1 – Finding Expenses
    - Condition 1 – utilities and maintenance
    - Condition 2 – Commissions, and labor cost
  + Quality Standard 2 – project liabilities
    - Condition 1 – employee wages
    - Condition 2 – money owed to suppliers
* Deliverable 2 – Website Content
  + Quality Standard 1 – Making Quality Content
    - Condition 1 – making sure that the information is readable and understandable
    - Condition 2 – making sure that information is up to date
  + Quality Standard 2 – Making it accessible
    - Condition 1 – Making sure it is easy to use and functional
    - Condition 2 – making sure that the content is well designed so that it is easy to navigate
* Deliverable 3 - Monitoring Website
  + Quality Standard 1 – Security
    - Condition 1 – making sure no malicious users have access
    - Condition 2 – Update software for the website
  + Quality Standard 2 – Watch traffic of the website
    - Condition 1 – See what people most are interested in
    - Condition 2 – checking to see if the website is working the right way