**Quality Checklist**

**Car-Nerd**

**4601 Mid Rivers Mall Drive**

**Cottleville, MO 63376**

**July 11, 2020**

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| **Quality Checklist** | | | | | |
| **Project:** Car-Nerd | | | | | **Date:** July 11, 2020 |
|  | **Verification** | | | | |
| **Quality Item** | **Yes** | **No** | **N/A** | **Date** | **Comments** |
| Does the project have an approved quality management plan? | X |  |  | 7/9/2020 |  |
| Has the quality management plan been reviewed by all stakeholders? | X |  |  | 7/9/2020 |  |
| Do all stakeholders have access to the quality management plan? | X |  |  | 7/9/2020 |  |
| Is the quality management plan consistent with the rest of the overall project plan? | X |  |  | 7/9/2020 |  |
| Have product quality metrics been established, reviewed, and agreed upon? | X |  |  | 7/9/2020 |  |
| Have process quality metrics been established, reviewed, and agreed upon? | X |  |  | 7/9/2020 |  |
| Do all metrics support a quality standard which is acceptable to the customer? |  |  | X | 7/9/2020 | Haven’t reached testing phase - will update once testing and feedback has been received. |
| Do all metrics have agreed upon collection mechanisms? | X |  |  | 7/9/2020 |  |
| Do all metrics have an agreed upon collection frequency? | X |  |  | 7/9/2020 |  |
| Have quality metrics review meetings been scheduled throughout the project's duration? | X |  |  | 7/9/2020 |  |
| Are all metrics clear, measurable, controllable, and reportable? | X |  |  | 7/9/2020 |  |
| Is the project team familiar with the project's quality review process? | X |  |  | 7/9/2020 |  |
| Does the project have an appropriate number of resources assigned for quality assurance and control? |  | X |  | 7/9/2020 |  |
| Has the project team established a repository for all quality documentation? | X |  |  | 7/9/2020 | Located within Google Drive / GitHub. The scope of the users is currently small. If the user base increases past the threshold of our current process, a larger repository will be created. |
| Do all team members have access to the quality documentation repository? | X |  |  | 7/9/2020 |
| Have all appropriate team members been notified of their required participation in quality reviews? |  |  | X | 7/9/2020 | No current quality reviews have taken place. Will update once reviews have been executed. |
| Have quality responsibilities been assigned and documented and the applicable personnel notified? |  |  | X | 7/9/2020 |
| Have product and process quality standards been established, documented, and communicated? | X |  |  | 7/9/2020 |  |
| Have quality thresholds and limits been established, documented, and communicated? | X |  |  | 7/9/2020 | \*Ongoing discussion of thresholds. |
| Does the change control process accommodate project changes based on quality improvements? |  |  | X | 7/9/2020 | Currently, no quality improvements have been identified so no improvements have been implemented. |
| Has a project quality manager been assigned? | X |  |  | 7/9/2020 |  |
| Is the project sponsor aware of his/her responsibilities relating to quality acceptance? | X |  |  | 7/9/2020 |  |
| Is the customer aware of his/her responsibilities relating to quality acceptance? | X |  |  | 7/9/2020 | Acknowledgement located within the privacy agreement. |