


Quality Checklist				
Project: An e-commerce website for Caramels and Almonds			Date: 07-28-2023	
Reviewer: R.S Senarathna			Signature: 	
Reviewed artefacts: <ul style="list-style-type: none"> • Highlight Report 02 • Work Package 02 • Stage Plan Sprint 02 • Lessons Learned Log 				
			Verification	
Quality Item	Yes	No	N/A	Comments
1. Document Quality check – Highlight Report 02				
All the titles and headings are: <ul style="list-style-type: none"> • Meaningful, • In the correct heading styles, • In proper text case. 	Yes			
The document theme matches other documents in: <ul style="list-style-type: none"> • Font sizes, • Font styles, • Font color. 	Yes			
All images: <ul style="list-style-type: none"> • Have captions • Are aligned properly • Are sized properly. 	Yes			
All links are directing to the right places	Yes			
Document is finalized	Yes			
2. Document Quality check – Work Package 02				
All the titles and headings are: <ul style="list-style-type: none"> • Meaningful, • In the correct heading styles, In proper text case.	Yes			
The document theme matches other documents in: <ul style="list-style-type: none"> • Font sizes, • Font styles, Font color.	Yes			

All images: <ul style="list-style-type: none"> Have captions Are aligned properly Are sized properly.	Yes			
All links are directing to the right places	Yes			
Document is finalized	Yes			
3. Document Quality check – Stage Plan Sprint 02				
All the titles and headings are: <ul style="list-style-type: none"> Meaningful, In the correct heading styles, In proper text case.	Yes			
The document theme matches other documents in: <ul style="list-style-type: none"> Font sizes, Font styles, Font color.	Yes			
All images: <ul style="list-style-type: none"> Have captions Are aligned properly Are sized properly.	Yes			
All links are directing to the right places	Yes			
Document is finalized	Yes			
4. Documents Quality check – Lessons Learned Log				
All the titles and headings are: <ul style="list-style-type: none"> Meaningful, In the correct heading styles, In proper text case.	Yes			
The document theme matches other documents in: <ul style="list-style-type: none"> Font sizes, Font styles, Font color.	Yes			
All images: <ul style="list-style-type: none"> Have captions Are aligned properly Are sized properly.	Yes			
All links are directing to the right places	Yes			
Document is finalized	Yes			
2. General design				
All the diagrams and designs support both the product and the project goals.	Yes			

Every user requirement has been gathered.	Yes			
Have known risks identified, analyzed, and planned for or minimized.	Yes			
There are descriptions of all objectives, requirements, and decisions.	Yes			
The next development step's design and support procedures have been chosen.	Yes			
4. Maintainability				
Have a document backup	Yes			Each document is kept in the cloud so that members can collaborate on them.