University of Bedfordshire

Quality Checklist				
Project: An e-commerce website for Caramels and Almonds			**Date:** 07-07-2023	
Reviewer: R.S Senarathna			Signature:	
Reviewed artefacts: ● PID document ● Stage plan ● Work Package				
	Verification			
Quality Item	**Yes**	**No**	**N/A**	**Comments**
1. Document Quality check - PID				
All the titles and headings are: ● Meaningful, ● In the correct heading styles, ● In proper text case.	Yes			
The document theme matches other documents in: ● Font sizes, ● Font styles, ● Font color.	Yes			
All images: ● Have captions ● Are aligned properly ● Are sized properly.	Yes			
All links are directing to the right places	Yes			
Document is finalized	Yes			
1. Document Quality check – Stage Plan				
All the titles and headings are: ● Meaningful, ● In the correct heading styles, ● In proper text case.	Yes			
The document theme matches other documents in: ● Font sizes, ● Font styles, ● Font color.	Yes			
All images: ● Have captions ● Are aligned properly ● Are sized properly.	Yes			

All links are directing to the right places	Yes			
Document is finalized	Yes			
1. Document Quality check – Work Package				
All the titles and headings are: ● Meaningful, ● In the correct heading styles, In proper text case.	Yes			
The document theme matches other documents in: ● Font sizes, ● Font styles, Font color.	Yes			
All images: ● 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			
3. Maintainability				
Have a document backup	Yes			Each document is kept in the cloud so that members can collaborate on them.