QA Content Checklist

08/10/2014

Ben McGregor

CO600: JustHealth
Supervisor: Yang He

QA content checklist should be completed for each document throughout the project; it should then be signed off by both the QA manager and the document author.

Details

Title:	Risk Management Plan		Date:	29/09/2014
Author:	Stephen Tate			
Type:	(X) Documentation	( ) Code	Iteration:	All
Description:	Document outlining the process that JustHealth management will take when a new risk is found/mitigated/raised. It outlines our policies and who is responsible for certain circumstances surrounding the management of risks			
Project folder:	( ) Research	( ) Scope	( ) Requirements	
	( ) Planning	( ) Design	( ) Meetings	
	( ) Legal	(X) Risk Assessment	( ) Document Templates	
( ) *Iteration Specific*	( ) Review	( ) Testing	( ) Tracking	

Standards *(Add comments if necessary)*

Cover Sheet	(X)	
Styles/Formatting	(X)	
Table of Contents	(X)	
Page numbering	(X)	
Spelling/Grammar	(X)	
References	( )	N/A
Appendices	( )	N/A

Code

Comments	( )	N/A

Quality Assured

Title	Signature		Date:	29/03/2015
Author	ST			
QA Manager	BM			