

QA Content Checklist

08/10/2014

Ben McGregor

CO600: JustHealth
Supervisor: Yang He

[Version 1.0]

Last saved by: Ben McGregor

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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:	Roles and Responsibilities		Date:	27/09/2014
Author:	Charlotte Hutchinson			
Type:	<input checked="" type="checkbox"/> Documentation	<input type="checkbox"/> Code	Iteration:	N/A
Description:	<i>Documenting the specific roles and responsibilities of the JustHealth team. These are the specific areas that each group member will be held accountable for.</i>			
Project folder:	<input type="checkbox"/> Research	<input type="checkbox"/> Scope	<input type="checkbox"/> Requirements	
	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Design	<input type="checkbox"/> Meetings	
	<input type="checkbox"/> Legal	<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Document Templates	
<input type="checkbox"/> Iteration Specific	<input type="checkbox"/> Review	<input type="checkbox"/> Testing	<input type="checkbox"/> Tracking	

Standards (Add comments if necessary)

Cover Sheet	<input checked="" type="checkbox"/>	
Styles/Formatting	<input checked="" type="checkbox"/>	
Table of Contents	<input type="checkbox"/>	N/A
Page numbering	<input checked="" type="checkbox"/>	
Spelling/Grammar	<input checked="" type="checkbox"/>	
References	<input checked="" type="checkbox"/>	
Appendices	<input type="checkbox"/>	N/A

Code

Comments	<input type="checkbox"/>	N/A
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Quality Assured

Title	Signature	Date:	29/03/2015
<i>Author</i>	CH		
<i>QA Manager</i>	BM		