

# QA Content Checklist

08/10/2014

**Ben McGregor**

CO600: JustHealth  
Supervisor: Yang He

[Version 1.0]

**Last saved by: Ben McGregor**

**Last saved on: 08/10/2014**

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

<b>Title:</b>	Iteration review/reflection		<b>Date:</b>	09/12/2014
<b>Author:</b>	Charlotte Hutchinson			
<b>Type:</b>	<input checked="" type="checkbox"/> Documentation	<input type="checkbox"/> Code	<b>Iteration:</b>	5
<b>Description:</b>	<i>Group reflection on the iteration. What could be improved on for the next iteration? Work left outstanding that still needs completing. What we learnt.</i>			
<b>Project folder:</b>	<input type="checkbox"/> Research	<input type="checkbox"/> Scope	<input type="checkbox"/> Requirements	
	<input 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 checked="" type="checkbox"/> Iteration Specific	<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Testing	<input type="checkbox"/> Tracking	

## Standards (Add comments if necessary)

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

## Code

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

<b>Title</b>	<b>Signature</b>	<b>Date:</b>	31/03/2015
<i>Author</i>	CH		
<i>QA Manager</i>	BM		