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| 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

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| **Title:** | Roles and Responsibilities | | | **Date:** | | 27/09/2014 |
| **Author:** | Charlotte Hutchinson | | | | | |
| **Type:** | ( X ) Documentation | | ( ) Code | **Iteration:** | | N/A |
| **Description:** | *Documenting the specific roles and responsibilities of the JustHealth team. These are the specific areas that each group member will be held accountable for.* | | | | | |
| **Project folder:** | ( ) Research | ( ) Scope | | | ( ) Requirements | |
|  | ( X ) Planning | ( ) Design | | | ( ) Meetings | |
|  | ( ) Legal | ( ) Risk Assessment | | | ( ) Document Templates | |
| ( ) *Iteration Specific* | ( ) Review | ( ) Testing | | | ( ) Tracking | |

#### **Standards** (Add comments if necessary)

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

## Code

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| **Comments** | ( ) | N/A |

## Quality Assured

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| **Title** | **Signature** | **Date:** | 29/03/2015 |
| *Author* | CH | | |
| *QA**Manager* | BM | | |