

Quality Review Form

For [Project Name]

1 Quality of Processes

This form is used to determine the project's conformance to the *management processes* specified in the [Terms of References](#). An example is provided for reference:

Project Process		Quality Achieved		
Process	Procedure	Standard Met?	Deviation	Corrective Actions
<i>Risk Management</i>	• <i>Identify risk</i>	<i>NO</i>	• <i>Only 90% of Medium and High risks were identified and mitigated.</i>	• <i>Perform weekly Risk Review meetings to ensure that all risks are identified and mitigated.</i>
	• <i>Complete risk form</i>	<i>YES</i>	• <i>No deviation. A Risk Form was completed for every risk identified within the project.</i>	• <i>No further action required.</i>
	• <i>Register risk</i>	<i>YES</i>	• <i>No deviation. All risks identified were formally tracked in the Risk Register.</i>	• <i>No further action required.</i>
	• <i>Mitigate risk</i>	<i>NO</i>	• <i>Only 75% of identified risks were reduced through risk-mitigating actions.</i>	• <i>At each Risk Review meeting, approve and monitor actions to mitigate identified risks.</i>

2 Quality of Deliverables

This form is used to review the current quality of project *deliverables* against the targets specified in the [Quality Plan](#). An example is provided for reference:

Project Deliverable		Quality Target		Quality Achieved		
Requirement	Deliverable	Quality Criteria	Quality Standards	Standard Met?	Quality Deviation	Corrective Actions Required
<i>New financial management solution with processes for Accounts Receivable and Accounts Payable</i>	<i>Implementation of Oracle Financials General Ledger (GL), Accounts Payable (AP) and Accounts Receivable (AR) system modules</i>	<u>System functionality</u> - GL tested/installed - AP tested/installed - AR tested/installed <u>System Performance</u> - System up-time - System response time - Data accuracy	<u>System functionality</u> - GL operational, no errors - AP operational, no errors - AR operational, no errors <u>System Performance</u> - 99.9% system up-time - < 1-second response times - 100% data accuracy	NO NO YES NO NO YES	<i>Critical errors experienced Implementation partially complete No deviation</i> <i>System up-time only 90% 5-second response times Data 100% accurate</i>	<i>Reinstall GL system to remove errors Complete system implementation</i> <i>No further action required</i> <i>New hardware required New hardware needed No further action required</i>