

Quality Plan

For [Project Name]

Document Control

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1 Quality Targets

List in detail the customer's requirements. For each customer requirement, identify the deliverables to be produced by the project, as well as the criteria and standards that deliverable is to achieve.

Quality Targets			
Requirement	Deliverable	Quality Criteria	Quality Standards

2 Quality Plan

Create Quality Assurance and Quality Control plans, which will be used to assure and control the level of quality of the deliverables produced by the project.

2.1 Quality Assurance Plan

List the Quality Assurance techniques required to assure the customer that the quality targets will be achieved in the following table:

Quality Assurance Plan		
Technique	Description	Frequency

2.2 Quality Control Plan

List the Quality Control techniques required to control the actual quality of deliverables produced by the project in the following table:

Quality Control Plan		
Technique	Description	Frequency

2.3 Assumptions

List any assumptions made during this quality planning process.

2.4 Constraints

List any constraints identified during this quality planning process.

3 Quality Process

Describe the process for monitoring and controlling the level of quality within the project.

3.1 Activities

List the activities required to manage quality within the project.

3.2 Roles

List the roles and responsibilities required to manage quality within the project.

3.3 Documents

List the documents used to manage quality within the project.

4 Appendix

Attach any documentation you believe is relevant to this Quality Plan, such as:

- *Business Case, Feasibility Study, Terms of Reference, Project Plan, Resource Plan*
- *Organizational Quality Policies, Standards, Guidelines or Procedures*
- *Quality documentation from other related projects*
- *Other relevant information or correspondence*