



QUALITY CHECKLIST

A project quality checklist is a tool used to aid the project team in ensuring they consider all aspects of project and/or process quality. The purpose of well-planned and repeatable quality management is to ensure the delivery of products or services which are acceptable to the customer based on some agreed upon standard of quality. To help achieve consistency many organizations use a standard checklist to verify that all quality considerations have been met during the project planning, execution, and monitoring/controlling phases. Based on the project some checklists may differ but it is often advantageous to utilize a standard checklist when appropriate to achieve consistency.

Quality Checklist					
Project: The Importance of Project Management in Our Daily Life Video Project					Date: 20- 11 - 2021
	Verification				
Quality Item	Yes	No	N/A	Date	Comments
Does it take long time to move a piece from ideation to publication?					
Did it take a long time for Total workflow duration					
Was there a Content revisions each time ?					
Was the Approver performance satisfied?					



Was it long does it take to get it in the hands of the intended audience(s)?					
did it cost A lot to create the piece?					
Is the team responsible to upload the video in a platform?					

