# [ Project Name ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Created By:** |  | **Date:** |  |

**TESTING AND QUALITY ASSURANCE**

**Responsible for Testing:**

Details

**Quality Objectives:**

* Objective 1
* Objective 2
* Objective 3

**Quality Approach Description:**

Details

**DEFECT MANAGEMENT**

**Defect / Issue Description:**

Describe what a defect is for this project

**Defect Documentation Location:**

Details

**Defect Management Process:**

Details

**TRAINING REQUIREMENTS**

**Project Team Training Needs:**

Details

**Staff Training Needs:**

Details

**Training Steps / Process:**

Details