1. **INTRODUCTION**
2. **PURPOSE OF THE PROJECT QUALITY MANAGEMENT PLAN**

**Scope of the Plan:**

This plan covers the entire project life cycle, from initiation to delivery, and encompasses all aspects of the project, including the development and production of the organic fertilizer powder. It includes procedures, standards, and criteria relevant to quality management, ensuring that quality considerations are systematically addressed in each phase of the project.

**Overall Quality Objectives**

**Meet Industry Standards:** Ensure that the organic fertilizer powder production process and the final product meet or exceed relevant industry standards and regulations. This includes adherence to safety, environmental, and quality standards.

**Customer Satisfaction:** Strive for customer satisfaction by meeting the needs and expectations of end-users, specifically smallholder farmers, agricultural cooperatives, and other stakeholders in the Gicumbi District, Byumba Sector.

**Efficiency and Effectiveness:** Implement efficient and effective processes for collecting, processing, and packaging organic fertilizer powder, minimizing waste and optimizing resource utilization.

**Compliance:** Ensure compliance with regulatory requirements and standards related to organic fertilizer production, labeling, and distribution.

**Continuous Improvement:** Foster a culture of continuous improvement by regularly reviewing and enhancing processes, incorporating lessons learned, and implementing corrective actions to address any identified issues.

**Stakeholder Involvement:** Involve key stakeholders, including local communities, agricultural cooperatives, and governmental bodies, in the quality management process to align with their expectations and enhance project outcomes.

**Intended Audience**

The primary audience for the Project Quality Management Plan includes:

**Project Manager:** Responsible for overall project quality assurance and control.

**Project Team:** Engaged in executing and monitoring quality processes within their respective domains.

**Project Sponsor:** Provides support and resources necessary for the implementation of quality management activities.

**Senior Leaders:** Whose endorsement and commitment are vital for the success of the quality management plan.

**Development Phase**

The Project Quality Management Plan is formulated during the Planning Phase of the project. This ensures that quality considerations are integrated into the project from its inception and provides a roadmap for implementation throughout the project life cycle.

1. **PROJECT QUALITY MANAGEMENT OVERVIEW**
2. **ORGANIZATION, RESPONSIBILITIES, AND INTERFACES**

**Primary Roles and Responsibilities for Project Quality Management**

**Project Manager**

Overall Responsibility: The Project Manager is the ultimate authority for ensuring that the Project Quality Management Plan is implemented effectively.

Mentoring and Coaching: Provide guidance and support to the project team in understanding and following quality management processes.

Auditing Work Products: Oversee the evaluation of project deliverables to ensure they meet established quality criteria.

Auditing Processes: Regularly assess and audit project processes to identify areas for improvement and adherence to quality standards.

Participating in Project Reviews: Actively participate in project reviews to assess progress and identify opportunities for enhancing quality practices.

**Project Team Members**

**Overall Responsibility:** Implement quality management processes within their respective tasks and deliverables.

Mentoring and Coaching: Support team members in understanding and applying quality standards and best practices.

Auditing Work Products: Review and assess their own work products and those of their peers against quality criteria.

Participating in Project Reviews: Engage in project reviews to discuss quality-related aspects and propose improvements.

**Quality Assurance Specialist**

**Overall Responsibility:** Focus exclusively on ensuring that project processes and deliverables comply with defined quality standards.

Mentoring and Coaching: Guide project team members on quality processes and standards.

Auditing Work Products: Conduct thorough audits of project deliverables to ensure they meet established quality criteria.

Auditing Processes: Regularly assess project processes, identifying deviations and recommending corrective actions.

Participating in Project Reviews: Play a key role in quality-related discussions during project reviews.

**Internal Auditor**

**Overall Responsibility:** Independently assess the adherence of project processes and deliverables to quality standards.

Mentoring and Coaching: Guide project team members on improving adherence to quality standards.

Auditing Work Products: Conduct impartial audits of project deliverables, identifying areas of improvement.

Auditing Processes: Independently assess project processes, offering recommendations for optimization.

Participating in Project Reviews: Present audit findings during project reviews, contributing to continuous improvement discussions.

**Project Sponsor**

**Overall Responsibility:** Provide support and resources necessary for the effective implementation of quality management activities.

Mentoring and Coaching: Foster a culture of quality awareness and commitment to standards within the project team.

Auditing Work Products: Review high-level project deliverables to ensure alignment with organizational quality goals.

Participating in Project Reviews: Attend key project reviews to assess the overall quality performance of the project.

**Senior Leaders**

**Overall Responsibility:** Endorse and commit to the quality management plan, ensuring alignment with organizational objectives.

Mentoring and Coaching: Advocate for the importance of quality management practices within the project and organization.

Auditing Processes: Periodically review the effectiveness of quality management processes and suggest enhancements.

Participating in Project Reviews: Participate in critical project reviews to provide high-level insights into quality performance.

**Note:** Regular training sessions, workshops, and communication channels should be established to facilitate ongoing education and awareness regarding project quality management practices across all project staff roles.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Quality Responsibility** |
| Angelo Ben | *Project Manager* | *Quality mentoring & coaching* |
| Arthur | *Team Lead* | *Quality audits* |
| *<Name>* | *<Role>* | *<Responsibility>* |

1. **TOOLS, ENVIRONMENT, AND INTERFACES**

**Defect Density**

The number of defects identified in a product or process per unit of measurement (e.g., per line of code, per hour of operation).

Helps in understanding the overall quality of deliverables and the effectiveness of defect identification and removal processes.

**Requirements Traceability Matrix (RTM)**

A matrix that links requirements to their source and tracks them throughout the project life cycle.

Ensures that all project requirements are addressed and provides visibility into changes, helping to maintain alignment with initial project goals.

**Test Coverage**

The percentage of requirements covered by the testing process.

Indicates how thoroughly the project has been tested, identifying areas that may need additional testing coverage.

**Customer Satisfaction Surveys**

Surveys are conducted to collect feedback from customers or end-users about their satisfaction with the product or service.

Provides insights into the perception of quality from the end-users' perspective.

**Process Cycle Time**

The time it takes to complete a specific process, from initiation to completion.

Measures the efficiency of processes and identifies potential bottlenecks affecting the timely delivery of project outcomes.

**Root Cause Analysis (RCA) Data**

Information gathered during investigations into the underlying causes of defects or issues.

Aids in identifying and addressing the root causes of problems, preventing recurrence and improving overall project quality.

**Defect Aging Report**

A report that categorizes and tracks the age of unresolved defects over time.

Assists in prioritizing defect resolution efforts by highlighting long-standing issues that may require immediate attention.

**Process Capability Metrics (e.g., Cp, Cpk)**

Definition: Statistical measures of a process's ability to produce output within specified quality limits.

Quantifies the capability of processes to meet quality requirements, supporting continuous improvement efforts.

**Control Charts**

Graphical representations of process variation over time.

Identifies trends, patterns, or shifts in the process, aiding in the early detection of deviations from quality standards.

|  |  |
| --- | --- |
| **Tool** | **Description** |
| **Control Charts** | Graphical representations of process variation over time.  Identifies trends, patterns, or shifts in the process, aiding in the early detection of deviations from quality standards. |
| **Root Cause Analysis (RCA) Data** | Information gathered during investigations into the underlying causes of defects or issues.  Aids in identifying and addressing the root causes of problems, preventing recurrence, and improving overall project quality. |

1. **PROJECT QUALITY MANAGEMENT**

At the highest of levels, Quality Management involves planning, doing, checking, and acting to improve project quality standards. PMI PMBOK breaks the practice of Quality Management into three process groups: Quality Planning (QP), Quality Assurance [Manage Quality] (QA), and Quality Control (QC). The following sections define how this project will apply each of these practice groups to define, monitor, and control quality standards.

1. **QUALITY PLANNING**

**Relevant Quality Standards**

**ISO 9001:2015 (Quality Management Systems)**

Satisfying: Develop and implement a structured Quality Management System to ensure consistent quality in fertilizer production. Regularly conduct internal audits to comply with ISO 9001 requirements.

**ISO 14001:2015 (Environmental Management Systems)**

Satisfying: Adopt environmentally friendly practices in the fertilizer production process. Monitor and manage environmental impact through systematic assessments, aligning with ISO 14001 standards.

**Organic Certification Standards (e.g., USDA Organic, EU Organic)**

Satisfying: Adhere to the specific requirements of organic certification standards, ensuring the entire fertilizer production process aligns with organic principles and guidelines.

### Quality Metrics and Measures

**Defect Density (Product Functionality)**

Metric: Identify and track defects in the organic fertilizer powder.

Measure: Ensure the number of defects per unit, such as per kilogram of fertilizer, stays within industry-accepted limits.

**Process Cycle Time (Project Processes)**

Metric: Monitor the time taken to produce a specific quantity of fertilizer.

Measure: Continuously optimize the process cycle time for efficiency gains.

**Customer Satisfaction Score (Project Deliverables)**

Metric: Conduct regular customer satisfaction surveys.

Measure: Strive to maintain a high customer satisfaction score by addressing feedback and improving product features.

**Regulatory Compliance Rate (Regulatory Compliance Requirements)**

Metric: Evaluate the percentage of compliance with organic certification standards.

Measure: Ensure adherence to all relevant organic certification requirements.

**Documentation Accuracy (Documentation)**

Metric: Assess the accuracy of project manuals and documentation.

Measure: Regularly review and update documentation to maintain accuracy and relevancy.

**Testing Coverage (Testing)**

Metric: Monitor the percentage of requirements covered by testing.

Measure: Strive to achieve testing coverage aligned with project goals and industry standards.

**Acceptance Criteria**

**Product Performance Acceptance Criteria**

Criteria: The organic fertilizer should meet or exceed nutrient content standards set by regulatory bodies.

**Project Deliverable Acceptance Criteria**

Criteria: All project deliverables, including documentation and physical products, must align with specifications outlined in project plans.

**Regulatory Compliance Acceptance Criteria**

Criteria: Achievement of all necessary certifications and approvals, demonstrating full compliance with organic standards.

**Documentation Acceptance Criteria**

Criteria: All project documentation, manuals, and records must be accurate, up-to-date, and compliant with relevant quality standards.

**Testing Acceptance Criteria**

Criteria: Testing results should meet predefined acceptance criteria for each stage of the project, ensuring the reliability and quality of the fertilizer.

1. **Define Project Quality**

**Quality Standards and Expectations**

**Customer Expectations**

Quality Standard: Meeting or exceeding customer expectations regarding the effectiveness, safety, and environmental impact of the organic fertilizer powder.

Metrics: Customer satisfaction surveys, feedback analysis.

**Project Quality Standards**

Quality Standard: Adherence to ISO 9001:2015 and ISO 14001:2015 standards for Quality Management Systems and Environmental Management Systems.

Metrics: Compliance rate with ISO standards, internal audit results.

**Organizational Goals**

Quality Standard: Aligning with the organization's commitment to sustainable and environmentally friendly agricultural practices.

Metrics: Integration of sustainable practices, cost-effectiveness.

**Federal Regulations**

Quality Standard: Full compliance with organic certification standards (e.g., USDA Organic, EU Organic).

Metrics: Regulatory audit results, compliance rate with federal standards.

Customer and Project Goals:

**Customer Goals**

Goal: Provide customers with a high-quality organic fertilizer that enhances soil fertility and promotes healthy plant growth.

Metrics: Customer satisfaction scores, repeat business.

**Project Goals**

Goal: Develop and launch an organic powder fertilizer product with a production capacity of 10,000 kilograms per month.

Metrics: Production output, achievement of formulation and production milestones.

Quality Standards, Critical Success Factors, and Metrics:

**Quality Standards**

Standard: Maintain defect density within industry-accepted limits.

Metrics: Defect density per unit (e.g., per kilogram of fertilizer).

**Critical Success Factors**

Factor: Efficient process cycle time.

Metrics: Time taken to produce a specific quantity of fertilizer.

**Metrics for Success**

Metric: Achieve a high customer satisfaction score.

Metrics: Customer satisfaction survey results, feedback analysis.

Acceptance Criteria for Project Deliverables and Product Performance:

**Product Performance Acceptance Criteria**

Criteria: Organic fertilizer meets or exceeds nutrient content standards set by regulatory bodies.

Metrics: Nutrient content analysis, compliance with regulatory standards.

**Project Deliverable Acceptance Criteria**

Criteria: All project deliverables, including formulation, production facility setup, and marketing materials, align with specifications outlined in project plans.

Metrics: Compliance with project plans, internal reviews.

**Acceptance Criteria for Documentation**

Criteria: All project documentation is accurate, up-to-date, and compliant with relevant quality standards.

Metrics: Documentation accuracy assessments, regular reviews.

**Testing Acceptance Criteria**

Criteria: Testing results meet predefined acceptance criteria for each stage of the project.

Metrics: Testing coverage, results analysis.

Note: Regular assessments, reviews, and adjustments will be implemented to maintain alignment with quality standards, customer expectations, and project goals. Continuous monitoring and improvement are integral to ensuring success across all identified metrics.

1. **Measure Project Quality**

**Defect Density (Quality Standard)**

Metric: Defect density per kilogram of fertilizer.

Monitoring Process: Regular inspections and testing during and after production.

Data Collection: Inspection reports, testing results.

Archiving: Digital storage with version control.

Timeframe: Monthly measurements, with immediate follow-up on identified defects.

**Process Cycle Time**

Metric: Time taken to produce a specific quantity of fertilizer.

Monitoring Process: Continuous monitoring through project management tools.

Data Collection: Recorded production times for each batch.

Archiving: Database or project management tool.

Timeframe: Weekly assessments for optimization.

**Customer Satisfaction Score**

Metric: Customer satisfaction scores from surveys.

Monitoring Process: Regularly scheduled customer satisfaction surveys.

Data Collection: Survey results and feedback.

Archiving: Customer satisfaction database.

Timeframe: Quarterly surveys with immediate analysis.

**Compliance with ISO Standards**

Metric: Compliance rate with ISO 9001:2015 and ISO 14001:2015.

Monitoring Process: Internal audits conducted annually.

Data Collection: Internal audit reports.

Archiving: Digital storage with version control.

Timeframe: Annual assessments.

**Regulatory Compliance Rate**

Metric: Percentage of compliance with organic certification standards.

Monitoring Process: Regular reviews and audits by regulatory bodies.

Data Collection: Regulatory audit reports.

Archiving: Digital storage with version control.

Timeframe: Biannual assessments.

**Data Collection Methods**

**Defect Density**

Inspection reports during production.

Laboratory testing results.

**Process Cycle Time**

Project management tools or manufacturing software.

**Customer Satisfaction Score**

Customer surveys.

Feedback forms.

**Compliance with ISO Standards**

Internal audit reports.

**Regulatory Compliance Rate**

Regulatory audit reports.

**Archiving Methods**

Digital Storage

Cloud-based storage for easy access and version control.

**Database or Project Management Tool**

Centralized location for data storage and retrieval.

Timeframe for Measurement and Reporting:

**Defect Density**

Monthly measurements with immediate follow-up on identified defects.

**Process Cycle Time**

Weekly assessments for optimization.

**Customer Satisfaction Score**

Quarterly surveys with immediate analysis.

Compliance with ISO Standards:

Annual assessments.

**Regulatory Compliance Rate**

Biannual assessments.

1. **QUALITY ASSURANCE** (MANAGE QUALITY)

**Actions to Ensure Project Quality**

**Regular Internal Audits**

Action: Conduct internal audits according to the defined schedule to ensure compliance with ISO 9001:2015 and ISO 14001:2015 standards.

Metric: Compliance rate with ISO standards.

Relation to Quality Standards: Aligns with the organizational commitment to maintaining a high standard of quality in both management systems and environmental practices.

**Continuous Monitoring of Defect Density**

Action: Implement regular inspections and testing during and after production to identify and address defects promptly.

Metric: Defect density per kilogram of fertilizer.

Relation to Quality Standards: Ensures adherence to the quality standard of maintaining defect density within industry-accepted limits.

**Customer Feedback Analysis**

Action: Regularly collect and analyze customer feedback from surveys to understand customer satisfaction and identify areas for improvement.

Metric: Customer satisfaction scores.

Relation to Quality Standards: Customer satisfaction aligns with the quality standard of meeting or exceeding customer expectations.

**Periodic Regulatory Audits**

Action: Engage in regular reviews and audits by regulatory bodies to ensure ongoing compliance with organic certification standards.

Metric: Percentage of compliance with organic certification standards.

Relation to Quality Standards: Demonstrates commitment to meeting federal regulations and organic certification standards.

**Efficiency Optimization Through Process Cycle Time Analysis**

Action: Continuously monitor and analyze process cycle time to identify opportunities for efficiency improvements.

Metric: Time taken to produce a specific quantity of fertilizer.

Relation to Quality Standards: Reflects the commitment to maintaining an efficient production process as per the quality standard.

1. **Analyze Project Quality**

**Quality Data Analysis Process**

**Data Collection**

Collect quality data from various sources, including internal audits, customer feedback, regulatory audits, and production inspections.

**Quality Metrics Analysis**

Analyze key quality metrics, such as defect density, customer satisfaction scores, compliance rates, and process cycle time.

**Identify Patterns and Trends**

Look for patterns and trends in the data to identify areas of consistent performance, as well as any recurring issues or deviations.

**Root Cause Analysis**

Conduct root cause analysis for any identified issues to understand the underlying factors contributing to deviations from desired performance levels.

**Opportunities for Improvement**

Document opportunities for improvement based on the analysis, focusing on areas where performance gaps are evident.

**Benchmarking**

Compare current performance metrics with industry benchmarks and best practices to identify areas where the project can strive for excellence.

Application of Quality Analysis:

**Implement Corrective Actions**

Based on the root cause analysis, develop and implement corrective actions to address specific issues identified in the quality data.

**Continuous Monitoring**

Establish continuous monitoring mechanisms for key performance indicators to track the effectiveness of implemented corrective actions.

**Employee Training and Development**

If performance gaps are linked to knowledge or skill deficiencies, provide targeted training and development opportunities for project staff.

**Process Optimization**

Apply insights from the quality analysis to optimize project processes, improve efficiency, and reduce the likelihood of future quality issues.

**Customer Communication and Improvement Initiatives**

Communicate with customers about the identified improvement initiatives, showcasing a commitment to addressing their concerns and enhancing product quality.

**Regulatory Compliance Enhancement**

Address any compliance gaps identified during regulatory audits, ensuring the project consistently meets or exceeds regulatory standards.

Eliminating Gaps between Current and Desired Performance:

**Review and Adjust Quality Standards**

Periodically review quality standards in light of performance data and adjust them as necessary to reflect evolving project goals and industry benchmarks.

**Establish a Culture of Continuous Improvement**

Foster a culture within the project team that values continuous improvement, encouraging proactive identification of opportunities for enhancement.

**Regular Quality Review Meetings**

Conduct regular quality review meetings to discuss performance data, share insights, and collaboratively identify strategies for improvement.

**Feedback Loops**

Establish feedback loops with all stakeholders, including customers and regulatory bodies, to ensure their perspectives are considered in improvement initiatives.

**Documentation of Improvement Journey**

Document the improvement journey, including challenges faced, lessons learned, and successful interventions, creating a knowledge base for future projects.

1. **Improve Project Quality**

**Identifying Ways to Improve**

**Process Optimization**

Regularly review and streamline production processes to identify areas for efficiency improvements. This can include optimizing resource allocation, minimizing waste, and enhancing overall workflow.

**Technology Integration**

Explore opportunities to integrate advanced technologies into the production process. Automation, data analytics, and smart sensors can contribute to better efficiency, quality control, and cost-effectiveness.

**Supplier Collaboration**

Strengthen collaboration with organic raw material suppliers to negotiate favorable terms, ensure a consistent supply chain, and explore cost-saving measures. Long-term partnerships can lead to mutual benefits.

**Training and Skill Development**

Invest in continuous training and skill development for project staff. A well-trained workforce is more likely to produce high-quality output efficiently, contributing to cost-effectiveness.

**Energy Efficiency Practices**

Implement energy-efficient practices within the production facility. This not only aligns with sustainable goals but also reduces operational costs in the long run.

**Market Research and Demand Forecasting**

Conduct thorough market research to understand consumer trends and demand for organic fertilizers. Accurate demand forecasting can prevent overproduction, reducing costs associated with excess inventory.

Eliminating Unsatisfactory Performance:

**Root Cause Analysis**

When unsatisfactory performance occurs, conduct a detailed root cause analysis to understand the underlying issues. This analysis is crucial for implementing targeted corrective actions.

**Quality Assurance Systems**

Strengthen quality assurance systems to catch and address issues before they impact overall performance. This includes regular inspections, testing, and adherence to quality standards.

**Feedback Mechanisms**

Establish effective feedback mechanisms from customers, suppliers, and internal teams. Swiftly address any concerns raised and use feedback to implement necessary improvements.

**Continuous Monitoring**

Implement continuous monitoring mechanisms for critical performance indicators. This proactive approach allows for early detection of deviations and prompt corrective action.

**Benchmarking Against Industry Standards**

Regularly benchmark project performance against industry standards. Identify gaps and work towards aligning the project with or surpassing established benchmarks.

**Employee Engagement**

Foster a culture of employee engagement and ownership. Engaged and motivated teams are more likely to identify and address issues promptly, contributing to overall project success.

**Customer Satisfaction Surveys**

Conduct regular customer satisfaction surveys to gauge the perceived value of the product. Identify areas for improvement based on customer feedback to enhance overall satisfaction.

1. **QUALITY CONTROL**

**Monitoring and Controlling Actions for Quality**

**Regular Internal Audits**

Action: Conduct scheduled internal audits to assess adherence to quality standards and identify areas for improvement.

Determination of Compliance: Evaluate audit findings against the defined quality standards outlined in the Project Quality Management Plan.

**Real-time Process Monitoring**

Action: Implement real-time monitoring of critical processes using sensors and automated systems.

Determination of Compliance: Regularly compare real-time process data with established benchmarks to ensure continuous compliance with quality standards.

**Performance Metrics Tracking:**

Action: Track key performance indicators (KPIs) related to defect density, production efficiency, and customer satisfaction.

Determination of Compliance: Compare actual performance metrics with predefined targets to gauge compliance with quality standards.

**Customer Feedback Analysis:**

Action: Analyze customer feedback from surveys and support channels.

Determination of Compliance: Assess feedback against predefined quality standards and use insights for continuous improvement.

**Regular Regulatory Audits:**

Action: Schedule and participate in periodic audits by regulatory bodies.

Determination of Compliance: Evaluate audit results against regulatory standards and take corrective actions as necessary.

Continuous Improvement Owners:

**Quality Management Team:**

Responsibility: The Quality Management Team, led by the Quality Manager, is responsible for overseeing internal audits, analyzing performance metrics, and ensuring ongoing compliance with quality standards.

**Process Owners:**

Responsibility: Each key process within the project has an assigned process owner. These individuals are responsible for implementing improvements within their respective processes, ensuring compliance with standards, and optimizing efficiency.

**Customer Relations Team:**

Responsibility: The Customer Relations Team is responsible for monitoring and analyzing customer feedback. They play a crucial role in addressing customer concerns, improving product features, and enhancing overall satisfaction.

**Regulatory Compliance Officer:**

Responsibility: The Regulatory Compliance Officer is tasked with coordinating and overseeing all activities related to regulatory audits. This individual ensures that the project consistently complies with federal regulations and standards.

**Continuous Improvement Champion:**

Responsibility: Designate a Continuous Improvement Champion who acts as a driving force for ongoing improvement initiatives. This individual fosters a culture of continuous improvement within the project team.

**Project Manager:**

Responsibility: The Project Manager, as a leader of the overall project, plays a role in coordinating various improvement efforts, ensuring alignment with project goals, and facilitating collaboration among different teams.

**Appendix A: Project Quality Management Plan Approval**

The undersigned acknowledge they have reviewed the *Organic Powder Fertilizer* **Project Quality Management Plan** and agree with the approach it presents. Changes to this **Project Quality Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

*[List the individuals whose signatures are desired.  Examples of such individuals are Business Steward, Project Manager or Project Sponsor.  Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]*

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| Signature: |  | Date: |  |
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| Role: |  |  |  |

**Appendix B: References**

*[Insert the name, version number, description, and physical location of any documents referenced in this document.  Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

**Appendix C: Key Terms**

*[Insert terms and definitions used in this document.  Add rows to the table as necessary. Follow the link below for definitions of project management terms and acronyms used in this and other documents.*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *<term>* | *<definition>* |
| *<term>* | *<definition>* |
| *<term>* | *<definition>* |

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