PROJECT DOCUMENTATION

**PROJECT QUALITY PLAN**

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| **Project: Master Sab** |  |
| Release: 2020-03-18 |  |
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| **PRINCE2** |  |
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| Owner: Group-1 |  |
| Client: Patan College for professional studies |  |
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# 1 Project Quality Plan History

## 1.1 Document Location

The Document is found on google drive under folder name SPPM Group1 and also file share through file exchanger of Breo. The final version of document is uploaded in the Breo.

## 1.2 Revision History

**Date of this revision: 2020-03-18**

**Date of Next revision: 2020-04-15**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 2020-03-18 | 2020-03-03 | Changes are done on customer’s quality expectations, acceptance criteria and quality responsibilities. |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Lokendra Bahadur Dangi |  | Project Manager | 2020-03-18 | 1.1 |
| Ajay Kumar Yadav |  | Unit Coordinator | 2020-03-18 | 1.1 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Kumod Khadka | Quality Plan V1.1 | 2020-03-18 | 1.1 |

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# Project Quality Plan

## 3 Purpose

The main aim of quality plan is to ensure that product is good enough to meet student requirement and fit for the learning purpose. Quality plan is to address quality assurance standard by quality assurer and the team during project period.

## 4 Customer’s Quality Expectations

The following expectations based on customer’s quality

* Fast
* Reliable
* Affordable
* Content and quiz
* User friendly and easy viability of the system
* Trustworthy syllabus

## 5 Acceptance Criteria

For the user acceptance criteria to be meet the requirement we gathered during the phase requirement gathering and analysis should be fulfilled. For the acceptance criteria different approach of testing should be conduct during the development and competition the project.

Black box testing is done during the time of development. The following are the acceptance criteria according to our document

* Target dates
* Major Functions
* Appearance
* Performance Levels
* Capacity
* Availability
* Reliability

## 6 Quality Responsibilities

As per assignment proposed by the university of Bedfordshire, RACI matrix is maintained by Project management and quality assurance is assigned to be accountable for quality measurement and standard of project. As QA tests different modules and produces best standard project it will be verified by project manager and finally quality assurance will review the work with project quality plan of the project according to our project plan. For the further quality responsibilities of quality plan, we have mentioned in quality log document.

## 7 Applicable Standards

Documentation must be maintaining in easily understandable way so that any new recruit could easily understand about the project and follow with the daily work followed by meeting minutes and daily log. For the documentation of the project we follow UOB pattern with British English (Times New Roman) with font size of 12 and line spacing of 1.2. Every document is daily updated through Breo File exchange and Google Drive to keep safe.

## 8 Quality Control and Audit Processes

Quality test cases, test plan and various criteria will be followed for the quality control and audit process. As our project is web based so we consider web app standard which is provided by W3 community to meet quality. Testing for project is done in different devices to view the responsiveness according to the height and width of viewpoint. Document will be revising every week so that previous task should be analysed, and future task should be assigned.

## 10 Change Management Procedures

Various problem arises during project life cycle. Regarding quality will be accounted and discussed among team members and if not able to mitigate will be forward to the project manager as will be listed as ‘open issue’ in issue log and as soon as the risk is mitigated it is listed as closed issue.

## 11 Configuration Management Plan

For the management of each task as per the PRINCE 2 template we update each task with version. Each version will be changed in a week. This is version 1.1 of this document so there is slightly changes. Every team follow this method of version control in the work that they produce for the project.

## 12 Quality Tools

We follow a checklist approach in the project management software for the project planning as we can see in our product checklist document.