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| **Quality Checklist** | | | | | |
| **Project:** Payroll Management System | | | | **Date:** 20/07/2022 | |
| **Reviewer:** Layan perera | | | | Signature: | |
| **Reviewed artefacts:**   * Communication Plan | | | |  | |
|  | **Verification** | | | | |
| **Quality Item** | **Yes** | **No** | **N/A** | | **Comments** |
| **1. Document Quality check** | | | | | |
| Document theme matches other documents in,   * Font styles, * Font sizes, * Color theme. | Yes |  |  | |  |
| All the titles & headings are,   * meaningful, * uses the correct heading level, * in proper text case. | Yes |  |  | |  |
| Images and tables,   * have captions * are sized properly * are aligned properly. | Yes |  |  | |  |
|  |  |  |  | |  |
| **2. General design** | | | | | |
| All the designs and diagrams support both product and project goals | Yes |  |  | |  |
| Have known risks identified, analyzed, and planned or minimized. | Yes |  |  | |  |
| Design, support proceedings to the next development step | Yes |  |  | |  |
| All the user requirements are gathered | Yes |  |  | |  |
| All goals, requirements, and decisions are described | Yes |  |  | |  |
| **3. Maintainability** | | | | | |
| Have document backup | Yes |  |  | | All the documents are stored in GitHub repository and members can work on documents together. |