**Quality Checklist**

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**7-23-22**

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| **Quality Checklist** | | | | | |
| **Project:** Google Calendar | | | | | **Date:** 7-21-22 |
|  | **Verification** | | | | |
| **Quality Item** | **Yes** | **No** | **N/A** | **Date** | **Comments** |
| Does the project have an approved quality management plan? | X |  |  |  |  |
| Has the quality management plan been reviewed by all stakeholders? | X |  |  |  |  |
| Do all stakeholders have access to the quality management plan? | X |  |  |  |  |
| Is the quality management plan consistent with the rest of the overall project plan? | X |  |  |  |  |
| Have product quality metrics been established, reviewed, and agreed upon? | X |  |  |  |  |
| Have process quality metrics been established, reviewed, and agreed upon? |  |  |  |  |  |
| Do all metrics support a quality standard which is acceptable to the customer? | X |  |  |  |  |
| Do all metrics have agreed upon collection mechanisms? | X |  |  |  |  |
| Do all metrics have an agreed upon collection frequency? | X |  |  |  |  |
| Have quality metrics review meetings been scheduled throughout the project's duration? | X |  |  |  |  |
| Are all metrics clear, measurable, controllable, and reportable? | X |  |  |  |  |
| Is the project team familiar with the project's quality review process? | X |  |  |  |  |
| Does the project have an appropriate number of resources assigned for quality assurance and control? |  |  |  |  |  |
| Has the project team established a repository for all quality documentation? | X |  |  |  |  |
| Do all team members have access to the quality documentation repository? | X |  |  |  |  |
| Have all appropriate team members been notified of their required participation in quality reviews? | X |  |  |  |  |
| Have quality responsibilities been assigned and documented and the applicable personnel notified? | X |  |  |  |  |
| Have product and process quality standards been established, documented, and communicated? | X |  |  |  |  |
| Have quality thresholds and limits been established, documented, and communicated? | X |  |  |  |  |
| Does the change control process accommodate project changes based on quality improvements? | X |  |  |  |  |
| Has a project quality manager been assigned? | X |  |  |  |  |
| Is the project sponsor aware of his/her responsibilities relating to quality acceptance? |  |  |  |  |  |
| Is the customer aware of his/her responsibilities relating to quality acceptance? | X |  |  |  |  |

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