

QUALITY LEAD

This checklist captures project related tasks performed by a quality lead.

General Quality Tasks

- PQL-1* Creates and maintains the quality and test plans.
- PQL-2* Work with other technical leads and project business manager to ensure optimal level and balance of quality activities to achieve project goals.
- PQL-3* Be the primary technical resource on the project's quality activities.
- PQL-4* Do MBWA on quality issues.

Quality Control Tasks

Reviews

- PQL-5* Ensure reviews and review processes are meeting project quality goals.
- PQL-6* Organize and ensure successful execution of planned reviews.

Test

- PQL-7* Ensure testing and test processes are meeting project quality goals.
- PQL-8* Setup and oversee automated testing infrastructure.
- PQL-9* Review and oversee all automated test creation, from system tests to unit tests.
- PQL-10* Ensure that TCSs are being created.
- PQL-11* Oversee the smoke test planning and execution.
- PQL-12* Oversee manual testing.

Quality Assurance Tasks

- PQL-13* Define defect prevention processes including data collection and analysis.
- PQL-14* Ensure quality related data is collected.
- PQL-15* Oversee any other defect prevention activities.

Project Management Tasks

- PQL-16* Identify quality related risks.
- PQL-17* Set up and maintain tools and processes for defect management.
- PQL-18* Work with PTL to develop work breakdown for quality and testing activities.
- PQL-19* Work with PTL and team to estimate quality related tasks.
- PQL-20* Participate in decisions to call work packages closed or tasks complete.
- PQL-21* Participation in CCB and other configuration management activities as needed.
- PQL-22* Work with the requirements lead to differentiate defects from change requests.

Release Creation Tasks

- PQL-23* Ensure that system, release, and/or acceptance testing are complete.
- PQL-24* Characterize and/or certify a release, as per other project constraints.
- PQL-25* Collect and record measures for project log and archive artifacts as appropriate.