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| **Quality Checklist** | | | | | |
| **Project:** E-Commerce Website for Skanda | | | | **Date:** 22-02-2022 | |
| **Reviewer:** J.M.P.Lawantha Bandara | | | | Signature: | |
| **Reviewed artefacts:**   * PID document * Configuration Management Plan * Stage Plan | | | |  | |
|  | **Verification** | | | | |
| **Quality Item** | **Yes** | **No** | **N/A** | | **Comments** |
| **1. Document Quality check - PID** | | | | | |
| Page titles and headings are   * meaningful, * used correct heading level * and in sentence case. | Yes |  |  | |  |
| All text are in   * standard font and font sizes, * no spelling or grammar errors. | Yes |  |  | |  |
| All links are directing to the right places |  |  | N/A | |  |
| Document is finalized |  | No |  | |  |
| **1. Document Quality check - Configuration Management Plan** | | | | | |
| Page titles and headings are   * meaningful, * used correct heading level * and in sentence case. | Yes |  |  | |  |
| All text are in   * standard font and font sizes, * no spelling or grammar errors. | Yes |  |  | |  |
| All links are directing to the right places |  |  | N/A | |  |
| Document is finalized |  | No |  | |  |
| **1. Document Quality check - Stage Plan** | | | | | |
| Page titles and headings are   * meaningful, * used correct heading level * and in sentence case. | Yes |  |  | |  |
| All text are in   * standard font and font sizes, * no spelling or grammar errors. | Yes |  |  | |  |
| Images and tables,   * have captions * are sized properly * are aligned properly. |  |  | N/A | |  |
| Document is finalized |  | No |  | |  |
| **2. General design** | | | | | |
| Have known risks identified, analyzed, planned or minimized risks | Yes |  |  | |  |
| Design support proceeding 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 cloud and members can work on documents together. |