Quality Plan

*Resort Reservation System*

**1. Introduction**

This document, together with other referenced documents, defines the responsibilities and procedures to be adopted to ensure that the data and information produced as part of Project [*project No*] are reliable, fit for purpose and consistent with documented objectives and deliverables. It summarises the system of internal management that governs the decisions and instructions concerning project quality assurance.

**2. Project Contractual Information**

|  |  |
| --- | --- |
| Project: | *Project title* |
| Project Number: |  |
| Programme Co-ordinator: |  |
| Principal Investigators(s): | *Name(s) and full details, i.e. address etc., of PI(s) with contractual responsibility* |

**3. Scope of Work and Quality Objectives**

|  |  |
| --- | --- |
| Scope of work: | *Include a reference to the project proposal* |
| QA Requirement: |  |

**4. Project Organisation**

|  |  |
| --- | --- |
| Project Manager(s): | *Name and position of senior management having overall responsibility for the project and management and nominated deputy* |
| Task Manager(s): | *Name and position of Task Managers and nominated deputies* |
| Quality Assurance: | *Name and position of person responsible for QA and nominated deputy* |
|  |  |
| Other Team Members: | *Names and titles of all other team members (technical and administrative) and a description of their duties* |
| Subcontractors: | *Names and duties of any subcontractors* |
| User Community: | *Name of user(s) and nature of support or interest* |
| Technical Reviews: | *Names of staff responsible for technical review (checking and approval) of procedures, deliverables, etc.* |

**5. Project Duration and Scheduling**

|  |  |
| --- | --- |
| Start Date: |  |
| Completion Date: |  |
| Scheduling of Activities: | *Gantt charts may be used to clarify complex scheduling; any milestones or holdpoints should be identified*. |

**6. Deliverables**

Deliverables specified for the project include:

1. An acceptable Quality Plan
2. An acceptable Data Management Plan (*Appendix YY*)
3. Etc.

*All project deliverables (the Quality Plan itself, interim reports, progress reports, final reports, publications, maps, data, etc.) should be listed here (and numbered appropriately).*

**7. Review of Quality Plan**

*Specify how and how often this Quality Plan will be reviewed, e.g. every three months at consortium meetings*

**8. Document and Record Control**

*Arrangements for the control and storage of project documents, records and data should be specified, including the distribution of the Quality Plan and Data Management Plan to all members of the consortium. Distribution lists for reports and other deliverables may also be listed.*

*For example: Project documents, records and data will be controlled and stored the School of Earth Sciences University of the North of England, by Joe Bloggs. Field notebooks will be clearly labelled and made available for consultation by all members of the project team. All documents relating to the project will be stored in a filing cabinet and with clear and informative labels. Any additional folders will be shelved and labelled on their outer edge. All digital files will be stored on the computing network and frequently backed up, either centrally or by the individual member of staff.*

*The Quality Plan and Data Management Plan will be issued to all members of the consortium.*

*Project Progress Reports will be issued to the following:*

*List of names.*

**9. Documented Procedures**

*Give the references of any in-house and/or published methods or procedures used during the project. References need not include the issue/version number, providing that staff are informed separately of modifications to Procedures. Otherwise, provide a basic resume of methodology with an indication of how it will be archived for future reference. Any centrally administered documents that relate to quality assurance should also be referenced.*

**10. Additional Information**

*Unless included in associated technical procedures, any other information that has direct relevance to the quality of the product or service being provided should be included in the Quality Plan. This could include [add or delete as necessary]:*

1. *special requirements for the procurement of services or goods, including subcontractors;*
2. *additional procedures and controls for the review and verification of deliverables or other documents;*
3. *special requirements for the identification and traceability of products, including, where applicable, the traceability of staff performing specific duties;*
4. *special criteria for identifying the status of inspection and test products;*
5. *minimum qualifications, training or experience required of staff to undertake certain activities, or any specialist staff training;*
6. *process control requirements, including monitoring of activities;*
7. *special procedures for the handling, storage, packaging, preservation and delivery of product;*
8. *requirement for servicing of a product for which ongoing maintenance is required;*
9. *specialist statistical techniques required.*

Prepared by: Date:

Name

Checked by: Date:

Name

Approved by: Date:

Name