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 102 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: | *Resort Reservation System* |
| Project Number: | 102 |
| Programme Co-ordinator: | Mr. Alfredo Calimbo |
| Principal Investigators(s): | *Resort Reservation System Team*  *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: | The coverage of the Resort Reservation System is:   * Customers can view the website * Customers can reserve online * Customers can cancel reservations * Authorized employees can create, delete, and view reservations   The Resort Reservation System, as of the moment, does not include all of the services the resort can offer in its reservation system. The focus of the system was to reserve a room, for now. More options on reservation will be added in the future. |
| Quality Objectives: | The following are the quality objectives of the Resort Reservation System:   * To provide Mr. Calimbo with a website to showcase the soon-to-be-built resort in Samar. * For faster process of reservation * For the customers to have the opportunity to reserve at any time given * For the management to better monitor the reservations |

QA Requirement:

**4. Project Organisation**

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| --- | --- |
| Project Manager(s): | Hannah Mae Escobal Reyes |
| Task Manager(s): | *Mr. Alfredo Calimbo* |
| Quality Assurance: | *Hannah Mae Escobal Reyes* |
|  |  |
| Other Team Members: | *Kyle Vincent Valoria Lee*  *Maica Lucero Belchez* |
| User Community: | *Vacationers, Adventurers* |
| Technical Reviews: | *Mr. Jojo Castillo*  *Mr. Joegene Quezada* |

**5. Project Duration and Scheduling**

|  |  |
| --- | --- |
| Start Date: | June 13, 2016 |
| Completion Date: | December 14, 2016 |
| 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**

The Quality Plan will be reviewed every week while on consultation to keep the information fresh, reliable, and up-to-date.

**8. Document and Record Control**

Project documents produced, records, and information will be stored in GitHub ([www.github.com](http://www.github.com)), OneNote, and Projects Wiki (www.projects2.apc.edu.ph/wiki) by the project team. All documents created will be made available for consultation by all members of the project team. All documents relating to the project will be stored in a clearbook and will be book bound on finals. Soft copies of the documents will also be available and will be put on a compact disc. All files are stored in a computer and are backed up by the project team.

The Quality Plan, Change Management Plan, Vision and Scope Document, Software Requirement Specification, Statement of Work will be issued to all members of the project team.

Project Progress Reports will be issued to the following:

Mr. Manuel Sebastian Sanchez (Subject Professor)

Mr. Jojo Castillo (Project Advisor)

Mr. Alfredo Calimbo (Project Sponsor)

*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: 11/25/16

Hannah Mae E. Reyes

Checked by: Date: 11/25/16

Mr. Jojo Castillo

Approved by: Date: 11/25/16

Mr. Manuel Sebastian Sanchez