Quality Plan

Hotel Spa 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 the project Hotel Spa Reservation System 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: *Hotel Spa Reservation System*

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: Please refer to the team's Vision and Scope document.

QA Requirement: To be able to create a system that will automate the spa reservation with less to no conflicts in the bookings and could generate a report that will show different spa trends.

4.   Project Organisation

Project Manager(s):   Caryl Johanan C. Orosco

Project Analyst(s):   Gabriel Angelo A. Ngceen

Quality Assurance:

Other Team Members:

Andres, Giomar T.	*Project Programmer*
Bongat, Gene Carlo A.	*Project Database Designer*
Garinga, Antonio Salvador S.	*Project Designer / Analyst*
Mandac, Edward Joseph R.	*Project Programmer*

Subcontractors: *Names and duties of any subcontractors*

User Community: Customers who want to book an appointment at the Asmara Spa at the Taal Vista Hotel via online booking or walk-ins at the spa.

Technical Reviews: *Names of staff responsible for technical review (checking and approval) of procedures, deliverables, etc.*

5. Project Duration and Scheduling

Start Date: January 09, 2017

Completion Date: January 10, 2018

Scheduling of Activities:

	ⓘ	Name	Duration	Start	Finish	Predecessors
1		**Planning and Management**	216 days?	1/9/17 8:00 AM	11/6/17 5:00 PM	
2		Creation of Team	1.562 days?	1/9/17 11:30 AM	1/10/17 5:00 PM	
3		Setting a Meeting with Client	187 days	1/23/17 8:00 AM	10/10/17 5:00 PM	
4		Brainstorming	1 day?	1/9/17 8:00 AM	1/9/17 5:00 PM	
5		Creation of Project Plan	1 day?	1/9/17 8:00 AM	1/9/17 5:00 PM	
6		Assignment of Task per Member	1 day?	1/9/17 8:00 AM	1/9/17 5:00 PM	
7		Meeting with Adviser and Consultants	106 days?	6/12/17 8:00 AM	11/6/17 5:00 PM	
8		Creation of Project Status Reports	26 days?	9/25/17 8:00 AM	10/30/17 5:00 PM	
9		Finding Project Adviser and Consultant	6 days?	6/5/17 8:00 AM	6/12/17 5:00 PM	
11		**Analysis**	311 days?	1/9/17 8:00 AM	3/19/18 5:00 PM	
12		Analysis on Client Information and Problem	1 day?	1/9/17 8:00 AM	1/9/17 5:00 PM	
13		Researching Related Systems and Literature	137 days?	2/27/17 8:00 AM	9/5/17 5:00 PM	
14		Analyzing Related Systems and Literature	137 days?	2/27/17 8:00 AM	9/5/17 5:00 PM	
15		Formulation of Project Context	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
16		Formulation of Project's Purpose and Description	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
17		Formulation of Project's Objectives	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
18		Formulation of Project's Scope and Limitations	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
19		Determining System Requirements	156 days?	8/14/17 8:00 AM	3/19/18 5:00 PM	
21		**Design**	317 days?	2/27/17 8:00 AM	5/15/18 5:00 PM	
22		Creation of Data Flow Diagram	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
23		Creation of Entity Relationship Diagram	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
24		Creation of Data Dictionary	212 days?	7/24/17 8:00 AM	5/15/18 5:00 PM	
25		Creation of 13 UML Diagrams	176 days?	2/27/17 8:00 AM	10/30/17 5:00 PM	
26		Creation of Wireframes	156 days?	8/7/17 8:00 AM	3/12/18 5:00 PM	
28		**Development**	71.562 day...	7/24/17 11:30 AM	10/31/17 5:00 PM	
29		Coding	71.562 days?	7/24/17 11:30 AM	10/31/17 5:00 PM	
30		Iterations	40 days?	9/6/17 8:00 AM	10/31/17 5:00 PM	

6. Deliverables

Deliverables specified for the project include:

(i)   Vision and Scope Document
(ii)   Software Requirements Specification Document
(iii)   Quality Plan
(iv)   Change Management Plan
(v)   Risk Management Plan
(vi)   Estimation Document
(vii)   Activity List
(viii)   Work Breakdown Schedule
(ix)   Progress Reports
(x)   UML Diagrams
(xi)   Project Prototype

7.   Review of Quality Plan

This Quality Plan will be consulted every team meeting. The purpose of reviewing the document is to make sure that the standards that the team has imposed is followed and is applied to the project.

8.   Document and Record Control

Project documents and data will be controlled and will be stored on the team's Trello board by Caryl Orosco. The files will be freely viewed by every member and is open for consultation and deliberation by all members of the project team. All digital files will have a backup in their github repository and will be updated either centrally or by the individual members of the team.

The Quality Plan will be issued to all members of the team.

Project Progress Reports will be issued to the following:

>   Andres, Giomar T.

>   Bongat, Gene Carlo A.

>   Mandac, Edward Joseph R.

>   Ngceen, Gabriel Angelo A.

>   Orosco, Caryl Johanan C.

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:

(a) additional procedures and controls for the review and verification of deliverables or other documents;

(b) special criteria for identifying the status of inspection and test products;

(c) minimum qualifications, training or experience required of staff to undertake certain activities, or any specialist staff training;

(d) process control requirements, including monitoring of activities;

(e) requirement for servicing of a product for which ongoing maintenance is required;

(f) specialist statistical techniques required.

Prepared by: *Date:* December 04, 2017
Orosco, Caryl Johanan C.

Checked by: *Date:*
Name

Approved by: *Date:*
Name