Quality Plan

*APC Online Pre-Registration 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: | *APC Online Pre-Registration System* |
| Project Number: | *133* |
| Programme Co-ordinator and  Principal Investigator: | *Mr. Manuel Sebastian Sanchez, SOCIT Professor in Asia Pacific College, Makati City* |

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

|  |  |
| --- | --- |
| Scope of work: | *The project includes the online pre-registration, adding of subjects and viewing of subjects enrolled and offered in Asia Pacific College for the students of APC. But, it will not cover special cases (accreditation of subjects taken from another college/university, etc.) because it would need to be handled by the Registrar and Program Directors.* |
| QA Requirement: |  |

**4. Project Organisation**

|  |  |
| --- | --- |
| Project Manager: | *Angelica Laurene S. Ruiz, Project Manager* |
| Task Manager: | *Jairus Adrian G. Roguel, Project Developer* |
| Quality Assurance: | *Romulus Diego P. Gloria, Project Analyst* |
|  |  |
| User Community: | *Asia Pacific College Community* |
| Technical Reviews: | *Mr. Eric Salalima, Application Developer Head*  *Mr. Jose Eugenio Quesada, SOCIT Professor*  *Mr. JV Roig, Director of Consulting Services Office* |
|  |  |
|  |  |

**5. Project Duration and Scheduling**

|  |  |
| --- | --- |
| Start Date: | *September19, 2016* |
| Completion Date: | *December 14, 2016* |
| Scheduling of Activities: |  |

\* continuous

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scheduled Activities | Plan Start Date | Plan Completion Date | Actual Start Date | Actual Completion Date |
| Get pre-reg rules | 9/27/2016 | 9/30/2016 | 9/30/2016 | 10/13/2016 |
| Bluemix Setup | 10/03/2016 | 10/09/2016 | 10/03/2016 | 10/09/2016 |
| Revision of documents \* | 9/27/2016 10/03/2016 | 9/30/2016 10/09/2016 | 9/27/2016 10/03/2016 | 10/03/2016 10/09/2016 |
| Consultation for cobalt \* | 10/13/2016 10/22/2016 11/22/2016 | 10/14/2016 10/25/2016 11/23/2016 | 10/13/2016 10/22/2016 11/22/2016 | 10/14/2016 10/25/2016 11/23/2016 |
| Cobalt Training \* | 11/06/2016 11/15/2016 11/22/2016 | 11/25/2016 11/16/2016 11/23/2016 | 11/06/2016 11/15/2016 11/22/2016 | 11/25/2016 11/16/2016 11/23/2016 |
| Team forum \* | 10/22/2016 11/06/2016 | 10/25/2016 11/08/2016 | 10/22/2016 11/06/2016 | 10/25/2016 |
| Prototype Making \* | 10/13/2016 | 12/14/2016 | 10/30/2016 | -- |

**6. Deliverables**

Deliverables specified for the project include:

1. An acceptable Quality Plan
2. An acceptable Data Management Plan (*Appendix YY*)
3. Progress Reports
4. Gathered Data
5. Statement of Work
6. Project Vision and Scope
7. Working Prototype
8. Final Research Paper

**7. Review of Quality Plan**

*The system will be reviewed every SCSPROJ meeting, and during adviser and consultant consultation.*

**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:

Diego Gloria 11/23/2016

Jairus Roguel

Angelica Ruiz

Checked by: Date:

Name

Approved by: Date:

Name