Quality Plan

*Data Corruption Back-up and Recovery*

**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 116 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: | *Data Corruption Back-up and Recovery* |
| Project Number: | 116 |
| Programme Co-ordinator: | Mr. Justin Pineda |
| Principal Investigators(s): | *Mr. Manuel Sebastian “Sean”Sanchez* |

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

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| --- | --- |
| Scope of work: | The scope of work for the innovation includes all planning, execution, implementation, testing and training that would outperformed the existing solutions on data corruption. Each stage of the project will be documented and will properly be guided by its adviser. The feedback would be acquired through series of survey after the application was created. |
| QA Requirement: |  |

**4. Project Organisation**

|  |  |
| --- | --- |
| Project Manager(s): | *Kent Michael Miculob* |
| Task Manager: | *Maria Letty Laureta* |
|  |  |
| Other Team Member: | *Reginald John Steven Alberca* |
| Subcontractors: | *Mr. Jacob Catayoc* |
|  |  |
| Technical Reviews: | *Mr. Justin Pineda* |

**5. Project Duration and Scheduling**

|  |  |
| --- | --- |
| Start Date: | January 11, 2016 |
| Completion Date: | December 16, 2016 |
| Scheduling of Activities: |  |
|  |  |

**6. Deliverables**

Deliverables specified for the project include:

1. Running System / Research Paper
2. Project’s Wiki
3. Project GitHub
4. Project/Research Status/Progress Report
5. Vision and Scope Document
6. Project Plan / Project Statement of Work / Project Risk Plan
7. Work Breakdown Structure / Activity List / Gantt Chart
8. Software Requirements Specification
9. Change Management Plan
10. Quality Plan
11. User/Admin Manuals
12. Analysis diagrams (Event Table, Use Case, Activity Diagrams, Entity

Relationship Diagrams, Data Flow Diagrams, Context Diagrams and

Data Dictionary, UML Diagrams)

*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*

This could be tested every three months at consortium meeting with the team members and project adviser.

**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.*

* Kent Michael Miculob
* Maria Letty Laureta
* Reginald John Steven Alberca
* Mr. Justin Pineda
* Mr. Jacob Catayoc
* Mr. Manuel Sanchez

**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