Quality Assurance Plan (QAP)

Ensuring project compliance with
charter agreements

What is a QAP?

The QAP is a document that describes all the measures implemented to deliver a product or service that meets expectations.

Therefore, it serves as a benchmark for the quality assurance of the project.

When to use it?

PLANNING PHASE

Regular updates needed upon modifications.

The QAP includes the quality documentation: like the project charter, detailed requirements, project planning, risk register, test strategy, etc.

It will be used to check if all the measures provided, in the context of the project, have been implemented and carried out.

How to use it?

- Start by identifying the context and objectives of the QAP
- Remind the scope of the project
- Define the methodology and organization to put in place
- Establish the project plan
- Describe the infrastructure to put in place to ensure quality
- Document the cases to be tested and validated
- Document and analyze the risks of your project
- Set up your communication plan

Document structure

- **Framework and objectives**
- **Scope of the project**
- **Methodology Organization**
- **Project plan**

- **Infrastructure**
- **Test management**
- **Risk and problem management**
- **Communication**

Let's get started.