

PROJECT DOCUMENTATION

PROJECT QUALITY PLAN

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Project Quality Plan History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision:

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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Project Quality Plan

3 Purpose

[The Project Quality Plan is part of the Project Initiation Document (PID)]

The purpose is to define the quality techniques and standards to be applied and the various responsibilities for achieving the required quality levels during the project]

4 Customer's Quality Expectations

5 Acceptance Criteria

6 Quality Responsibilities

[Define the roles and names those responsible for ensuring that all quality aspects of the project are set up and managed. Defined areas of quality should be allocated to appropriate functions, groups or individuals both within and external to the project]

7 Applicable Standards

8 Quality Control and Audit Processes

[State here the methods by which products will be tested against their quality specifications to ensure quality requirements are met. This should include all specialist, management and quality products]

9 Specialist Work Quality Control and Audit Processes

[State any particular requirements that may be applicable to third party suppliers, e.g. how the contracted work will be subjected to project control. Indicate any particular lines of communication and specify method of progress reporting]

10 Change Management Procedures

[Document the method by which Change Management will operate. Make reference to any existing Change Management Procedures and confirm that they are compatible with

the PRINCE2 technique of Change Control. Include any individual or group responsibilities]

11 Configuration Management Plan

[Allocate responsibilities for Configuration Management to appropriate functions, groups or individuals. Include any interfaces with existing Configuration Management systems and list those products that will come under Configuration Management Control]

12 Quality Tools

[Briefly describe any tools to be used to ensure quality]