

## Quality Management Plan Guide

*A guide to completing the Quality Management Plan*

### Strategic Capital, Infrastructure and Projects

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## Overview

*A Quality Management Strategy is used to define the quality techniques and standards to be applied, and the various responsibilities for achieving the required quality levels, during the project.*

## Project Information

*Project Information will be supplied by Strategic Capital, Infrastructure and Projects*

## Version Control

*Document all changes to the document from the initial draft version (Version 0.1).  
Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).  
Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).*

## Project Overview

*Provide a brief summary of the project, including the implementation strategy and the roles and responsibilities of all project team members, including any vendor representatives.*

*Describe the primary roles and responsibilities of the project staff as it relates to the practice of **Project Quality Management**. Indicate responsibilities for activities such as mentoring or coaching, auditing work products, auditing processes, participating in project reviews, etc.*

## Quality Planning and Standards

*The quality management plan documents the University's quality management policy for effective execution of projects. It also provides guidelines to the project management team to record and effectively cross reference the project activities in accordance with the stated project objectives.*

*State the quality objectives in terms of the project objectives and/or the organisational objectives. Determine quality objectives for the product with the client. There may be overall organisational quality objectives or policies that the project can reference.*

*Identify which quality standards are relevant to the project and how to satisfy them. Identify and define appropriate quality metrics and measures for standards for project processes, product functionality, regulatory compliance requirements, project deliverables, project management performance, documentation, testing, etc.*

*List and define the quality tools that will be used to measure project quality and level of conformance to defined quality standards/metrics.*

## Quality Control

*Quality Control is the process of making sure that application is made to consistently high standards. Performing quality control (QC) involves monitoring specific project results to determine whether they comply with relevant quality standards and identifying ways to eliminate causes of unsatisfactory results.*

*Identify those monitoring and controlling actions that will be conducted to control quality throughout the project's life. Define how it will be determined that quality standards comply with the defined standards outlined. Identify owners of ongoing monitoring and improvement of project processes.*

## Quality Assurance

*Quality assurance (QA) is the application of planned, systematic quality activities to ensure that the project will employ all processes needed to meet requirements.*

*Identify and define those actions, and the metrics to measure them, that provide the confidence that project quality is in fact being met and has been achieved. Relate these actions to the quality standards defined in the planning section of this document.*