

<b>Project Title</b>		<b>Project Code</b>
<b>Project Sponsor</b>	<b>Project Manager</b>	

## Quality Plan

### ***Definition Stage: Supporting Project Definition Document***

<p><b>Quality Expectations</b></p>	<p><i>Set out clearly the agreed level of quality the customer (external and internal users or beneficiaries) can expect, so that the project meet deliverables their required purpose.</i></p>
<p><b>Quality Criteria</b></p>	<p><i>Set out the criteria by which project success and quality will be assessed. List these in order of priority, so that they can inform decisions on priorities. Examples of relevant criteria include: Delivery to time, delivery to cost, productivity, functional requirements, customer requirements, performance, user-friendliness, maintainability, security and control, or service level agreement.</i></p>

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***Planning Stage: Supporting initial PID***

<b>Quality Standards</b>	<p><i>What quality standards apply to this project? These may include technology, building or management quality standards. These should be fully reflected in any Project Design documents.</i></p> <p>Responsible person:</p>
<b>Quality Assurance</b>	<p><i>How will the design standards be assured during project implementation? What quality management process will be applied?</i></p> <p>Responsible person:</p>
<b>Quality Control</b>	<p><i>What are the quality control and audit process that will monitor project deliverables? What review points or review cycle will be used? What elements of the project will be reviewed at each review?</i></p> <p>Responsible person:</p>

