

## PROJECT NAME

<b>Prepared by:</b>	
<b>Date (MM/DD/YYYY):</b>	

### 1. <Agency> Quality Policy & Standards

[Link\\_To\\_Agency\\_Quality\\_Policy](#) if applicable.

### 2. Project Quality Definition

### 3. Deliverables and Acceptance Criteria

Deliverables	Acceptance Criteria / Applicable Standards
1.	
2.	
3.	

### 4. Quality Assurance Activities

- What steps will you take to ensure that Quality is built into the production processes?
- Will the test team work from a Test Plan? Do they understand their responsibilities?
- How will you ensure that Requirements are correct, complete and accurately reflect the needs of the Customer?
- How will you verify that Specifications are an accurate representation of the Requirements?
- What steps will you take to ensure that the project plan (e.g. Risk Management Plan, Change Management Plan, Procurement Plan) is followed?
- Describe how *Requirement – Specification – Test Plan* traceability is managed (or provide [Link\\_To\\_Requirements\\_Traceability\\_Matrix](#)):
- What audits and reviews are required and when will they be held?