

Put your logo
here

**Put your Organization Name
here as the Primary Proponent**

Quality Management Plan

October 2007

PROJECT NAME

Prepared by:	
Date (MM/DD/YYYY):	

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?