

<COMPANY OR PROJECT LOGO>

*<Project Name>
<Project Reference>*

SCOPE OF QUALITY MANAGEMENT SYSTEM

*Version <XX>
<dd/mm/yyyy>*

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Document Control

Document Information

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Document History

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Document Approvals

Role	Name	Signature	Date
<i>Project Sponsor</i>			

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<i>Project Review Group</i>			
<i>Project Manager</i>			
<i>Quality Manager</i> <i>(if applicable)</i>			
<i>Procurement Manager</i> <i>(if applicable)</i>			
<i>Communications Manager</i> <i>(if applicable)</i>			
<i>Project Office Manager</i> <i>(if applicable)</i>			

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Template Guide

How to use this template

This is a guide to the common sections included in a Procurement management plan. Sections may be added, removed, or amended to suit your project. Example tables have been added (where relevant) these are just a suggestion; you may decide to format these sections differently.

Text in Blue italics is designed to assist you in completing the template. Delete this text before sharing the final document.

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Organizational Details

<This would include all details about the organization including the mission and vision of the company, products or services, operational details etc>

Target Audience

<Who are your target audience (customers), what are their needs, how those needs are met by your organization>

Operational Details

<Add operational details here including how those are performed and how does this relate back to the overall purpose of the company?>

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QUALITY STANDARDS

<Document any industry or product quality standards that apply to your project. For example, International Organization Standardization (ISO), World Wide Web Consortium (W3C) and Institute of Electrical and Electronics Engineers (IEEE)>.

QUALITY OBJECTIVES

<Note down the quality targets for the overall project. Be as specific as you can be and include how you will measure if the metric has been met. You can use a separate Quality Metrics table to enter the detailed metrics for each deliverable>.

Metric or Specification	Measure
<i>Delivery to scope.</i>	<i>Comparison of the delivered scope against the Statement of Work. Measured during UAT and customer project acceptance certificate.</i>
<i>Delivery on time</i>	<i>Baseline schedule +/- change orders versus actual dates.</i>
<i>Delivery on budget</i>	<i>Actual costs +/- change orders versus budget.</i>
<i>Adherence to ACME project methodology</i>	<i>PMO audit comparison of method versus project management deliverables.</i>

QUALITY ROLES AND RESPONSIBILITIES

<Note down the roles and responsibilities that are needed to manage quality on the project>.

Roles	Responsibilities
<i>Quality Manager</i>	<i>Oversight of quality control on the project. This role will be fulfilled by the PMO Manager.</i>
<i>Project Manager</i>	<i>Scheduling and management of quality control activities.</i>
<i>Developers</i>	<i>Comply with quality standards and participate in quality control activities.</i>

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DELIVERABLES AND PROCESSES SUBJECT TO QUALITY REVIEW

<List the project deliverables and processes that will be quality reviewed. For example,>

Deliverable or process that will reviewed	Details of quality review
<i>Risk Management</i>	<i>Part of the PMO project audit process</i>
<i>Testing including UAT</i>	<i>Part of the PMO project audit process</i>
<i>Software access and permissions</i>	<i>HTTPS to transmit and receive data. TLS 1.2 encrypt. API require OAuth 2.0</i>
<i>Website accessibility</i>	<i>Meet WCAG 2.0.</i>

QUALITY CONTROL APPROACH

<Describe when and how quality will be checked. For example,>

Quality control process	Milestones	Owner	Documentation
<i>PMO project audit process</i>	<i>Startup phase audit (June 2021) Test readiness (Aug 2021) Post project review (Sept 2021)</i>	<i>PMO manager</i>	<i>/pmo/quality/ project-audit-process.pdf</i>
<i>WACG 2.0 audit</i>	<i>Audit (Aug 2021) Complete recommendations (Sept 2021)</i>	<i>Accessibility test team ACME Co.</i>	<i>https://www.w3.org/ TR/WCAG20/</i>

EXPECTED OUTCOME

<Write down expected outcome for this quality management system which is quantifiable>

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Appendices

<Include any additional information, e.g., copies of forms, process diagrams or policy documents here. Include a link to the Quality Metrics if applicable.>