

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Project Quality Plan. The information for the Project Quality Plan will be found within the IP Process of the PRINCE2 Manual. There is also a Product Description for the Project Quality Plan at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Project Quality Plan document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Project Quality Plan document under its own name

Save the Project Quality Plan document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Project Quality Plan Document is completed check the document against the following Quality Criteria:

- Does the plan clearly define ways in which the customer's quality expectations will be met?
- Are the defined ways sufficient to achieve the required quality?
- Are responsibilities for quality defined up to a level that is independent of the project and Project Manager?
- Does the plan conform to the corporate quality policy?

PROJECT DOCUMENTATION

PROJECT QUALITY PLAN

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Insert Project Name

Project Quality Plan

Date: 22 March 2010

Document Ref:

Version No:

1 Project Quality Plan History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision:

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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Project Quality Plan

3 Purpose

[The Project Quality Plan is part of the Project Initiation Document (PID)]

The purpose is to define the quality techniques and standards to be applied and the various responsibilities for achieving the required quality levels during the project]

4 Customer's Quality Expectations

5 Acceptance Criteria

6 Quality Responsibilities

[Define the roles and names those responsible for ensuring that all quality aspects of the project are set up and managed. Defined areas of quality should be allocated to appropriate functions, groups or individuals both within and external to the project]

7 Applicable Standards

8 Quality Control and Audit Processes

[State here the methods by which products will be tested against their quality specifications to ensure quality requirements are met. This should include all specialist, management and quality products]

9 Specialist Work Quality Control and Audit Processes

[State any particular requirements that may be applicable to third party suppliers, e.g. how the contracted work will be subjected to project control. Indicate any particular lines of communication and specify method of progress reporting]

10 Change Management Procedures

[Document the method by which Change Management will operate. Make reference to any existing Change Management Procedures and confirm that they are compatible with

the PRINCE2 technique of Change Control. Include any individual or group responsibilities]

11 Configuration Management Plan

[Allocate responsibilities for Configuration Management to appropriate functions, groups or individuals. Include any interfaces with existing Configuration Management systems and list those products that will come under Configuration Management Control]

12 Quality Tools

[Briefly describe any tools to be used to ensure quality]