

COMPANY NAME

Quality Plan Checklist

Revision History

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx20xx	Flo Samuels	Initial Release.
1.1	xx-xx20xx	Flo Samuels	Reasons for Revision.
1.2	xx-xx20xx	Flo Samuels	Reasons for Revision.

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Quality Systems: Use this Checklist to inspect the Quality Plan. Check any item that is a “Yes” or “N/A” answer. An item that is not checked is a defect. Once spelling or grammar errors are discovered, the first question does not need to be asked for remaining entries. Log the defects in the Defect Management software system. On the Defect Management software system **Process** tab, select **Quality Plan**. Note the defect in the Quality Plan document as a margin note where the defect occurred. After the inspection, return the document to the Product Manager.

Checklist

- Composition—Has the Plan been spell-checked and grammar-checked?
- Risks—Are the risks in the Risks to Quality, Section 4, specific to quality?
- Acceptance Criteria—Are the locations of Use Cases and Requirements, Section 5.1, properly identified?
- Service Goals—Have the Quality Service Goals for the customer been correctly identified in Section 5.2?
- Tools—Have the quality tools been correctly identified in Section 6?
- Work Products—Has the Project Exceptions Table in Section 8 been completed (or N/A entered) for the project?
- Work Products—If the Project Exceptions Table in Section 8 has been completed and is not N/A, was it completed following the guidelines in Section 8?
- Defect Rates—Have the expected defect detection rates been entered in Section 9?
- Defect Rates—Based on your experience, are the defect detection rates in Section 9 reasonable?
- Test Strategy—Has section 12 been duplicated for the project and completed correctly?
- Training—Have training needs been defined in Section 13?
- Comprehensive—Is the quality plan complete, correct, and unambiguous?