

PROJECT MANAGEMENT DOCS

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QUALITY CHECKLIST TEMPLATE

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QUALITY CHECKLIST

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

A project quality checklist is a tool used to aid the project team in ensuring they consider all aspects of project and/or process quality. The purpose of well-planned and repeatable quality management is to ensure the delivery of products or services which are acceptable to the customer based on some agreed upon standard of quality. To help achieve consistency many organizations use a standard checklist to verify that all quality considerations have been met during the project planning, execution, and monitoring/controlling phases. Based on the project some checklists may differ but it is often advantageous to utilize a standard checklist when appropriate to achieve consistency.

Quality Checklist					
Project:					Date:
Quality Item	Verification				Comments
	Yes	No	N/A	Date	
Does the project have an approved quality management plan?					
Has the quality management plan been reviewed by all stakeholders?					
Do all stakeholders have access to the quality management plan?					
Is the quality management plan consistent with the rest of the overall project plan?					
Have product quality metrics been established, reviewed, and agreed upon?					
Have process quality metrics been established, reviewed, and agreed upon?					
Do all metrics support a quality standard which is acceptable to the customer?					
Do all metrics have agreed upon collection mechanisms?					

Do all metrics have an agreed upon collection frequency?					
Have quality metrics review meetings been scheduled throughout the project's duration?					
Are all metrics clear, measurable, controllable, and reportable?					
Is the project team familiar with the project's quality review process?					
Does the project have an appropriate number of resources assigned for quality assurance and control?					
Has the project team established a repository for all quality documentation?					
Do all team members have access to the quality documentation repository?					
Have all appropriate team members been notified of their required participation in quality reviews?					
Have quality responsibilities been assigned and documented and the applicable personnel notified?					
Have product and process quality standards been established, documented, and communicated?					
Have quality thresholds and limits been established, documented, and communicated?					

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Does the change control process accommodate project changes based on quality improvements?					
Has a project quality manager been assigned?					
Is the project sponsor aware of his/her responsibilities relating to quality acceptance?					
Is the customer aware of his/her responsibilities relating to quality acceptance?					

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