# *Project Quality Checklist*

## [COMPANY NAME]

[Street Address] [City, ST ZIP Code] [Phone] | [Fax] | [Website] | [Email]

Edit/Add/Delete Columns as Needed to The Below Checklist:

|  |  |  |
| --- | --- | --- |
| Manager Name |  | |
| Department |  | |
| Email |  | |
| Phone |  | |
| Project | [Project Name] | Date: |

|  |  |  |
| --- | --- | --- |
| Does the project have an approved quality management plan? | Choose an item. | COMMENT |
| Has the quality management plan been reviewed by all stakeholders? | Choose an item. |  |
| Do all stakeholders have access to the quality management plan? | Choose an item. |  |
| Is the quality management plan consistent with the rest of the overall project plan? | Choose an item. |  |
| Have product quality metrics been established, reviewed, and agreed upon? | Choose an item. |  |
| Have process quality metrics been established, reviewed, and agreed upon? | Choose an item. |  |
| Do all metrics support a quality standard which is acceptable to the customer? | Choose an item. |  |
| Do all metrics have agreed upon collection mechanisms? | Choose an item. |  |
| Do all metrics have an agreed upon collection frequency? | Choose an item. |  |
| Have quality metrics review meetings been scheduled throughout the project's duration? | Choose an item. |  |
| Is the project team familiar with the project's quality review process? | Choose an item. |  |
| Does the project have an appropriate number of resources assigned for quality assurance and control? | Choose an item. |  |
| Has the project team established a repository for all quality documentation? | Choose an item. |  |
| Do all team members have access to the quality documentation repository? | Choose an item. |  |
| Are all metrics clear, measurable, controllable, and reportable? | Choose an item. |  |
| Have quality responsibilities been assigned and documented and the applicable personnel notified? |  |  |
| Have all appropriate team members been notified of their required participation in quality reviews? | Choose an item. |  |
| Have product and process quality standards been established, documented, and communicated? | Choose an item. |  |
| Have quality thresholds and limits been established, documented, and communicated? | Choose an item. |  |
| Does the change control process accommodate project changes based on quality improvements? | Choose an item. |  |
| Has a project quality manager been assigned? | Choose an item. |  |
| Is the project sponsor aware of his/her responsibilities relating to quality acceptance? | Choose an item. |  |
| Is the customer aware of his/her responsibilities relating to quality acceptance? | Choose an item. |  |

### Additional comments

[Response]