

QUALITY ASSURANCE PROJECT PLAN (QAPP)

Project Name: _____

Date: _____ to _____

Objective:

Define the primary goal of the project concerning quality.

--

Quality Objectives & Criteria:

Metric/Aspect	Acceptable Range/Standard

Roles & Responsibilities:

Role	Name	Responsibilities
QA Lead		
Tester		
[add as needed]		

Quality Assurance Tasks:

Task #	Task Description	Assigned to	Due Date	Status
1				
2				
3				
4				
5				
6				
7				

Testing & Validation Methods:

Method Name	Describe the method, tools, and criteria

Quality Data Acquisition:

Data Source	Method of Collection	Frequency

Quality Control Procedures:

Procedure Name	Briefly describe the procedure and its importance

Issue Logging & Resolution:

Task #	Issue Description	Reported by	Resolution Status	Remarks
1				
2				
3				
4				

Periodic Quality Reviews:

Review Date	Findings	Recommendations	Responsible Party

Final Quality Report:

Date	
Summary of Quality Assurance Activities	
Overall Quality Status	
Recommendations & Lessons Learned	