

Quality Management Plan

Project Name:

Project ID:

Document Approvals

| Name | Function | Digitally Signed |
|----------|----------|------------------|
| Author | | |
| Reviewer | | |
| QA | | |

Document History

| Revision | Issue Date | Changes |
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1_ Introduction

1.1 Purpose and scope of the project quality plan

1.2 Project overview

1.3 Scope of services

1.4 Specific project risks

2_ Resources

3_Roles & responsibilities

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3.1 Communication

3.2 Competence, awareness and training

4_ Quality management

4.1 Standards, Quality policy and QMS

4.2 Quality objectives and KPIs

Metric or Specification

Measure

4.3 Audits

4.4 Nonconformity management

5_ Project delivery

5.1 Project inputs

5.2 Scope changes

5.3 Project control

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5.4 Manage project deliverables

Deliverables or process

Details of quality review

5.5 Quality Control

Process

Milestones

Owner

Documentation

6_ Document management

6.1 Digital Folder Tree

6.2 Document management process

7_ Project deliverables

8_ Approval requirements

9_ Distributing the deliverables

10_ Change management

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11_ Identification and traceability

Appendices: