Quality Management Strategy

**Project Details**

Project:

Project Sponsor:

Project Manager:

Start Date:

Completion Date:

**Document Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Modifications | Author | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Approvals**

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Signature | Date | Version |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Date of Issue | Version |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Introduction**

This section should include an introduction to the purpose, objectives, scope and responsibility of the Quality Management strategy.

**Quality Management Procedure**

Quality Planning

The section should include the quality planning in place for the project.

Quality Control

The section should include the approach to quality control throughout the project. This might include the following:

* Quality standards
* Templates and forms used (quality register)
* Definitions of quality methods
* Measures to follow quality control

Quality Assurance

This section should include thee approach to quality assurance throughout the project. This might include the following:

* The project boards responsibilities
* Compliance audits
* Reviews

**Tools and Techniques**

This section should include any methods, tools or systems used for quality management in every step of the project.

**Records**

This section should include the quality records, including which records will be needed and where they will be kept.

**Reporting**

This section should include any quality management reports that need to be produced. It might be presented in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report** | **Purpose** | **Author** | **Recipient** | **Frequency** |
|  |  |  |  |  |
|  |
|  |
|  |  |  |  |  |
|  |
|  |

**Timing of Quality Management Activities**

This section should describe when the quality management activities will be happen.

**Roles and Responsibilities**

This section should include those responsible for quality management activities. It might be presented in the following format:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Quality Responsibilities** |
|  |  |  |
|  |
|  |
|  |  |  |
|  |
|  |