**Quality Log Template: User Guidelines**

# Introduction

These guidelines indicate how to complete the UPMA Quality Log; the template is available on the ISS

For further information or guidance please contact the Programme Office at

# Purpose/Description of the Quality Log

The Quality Log summarises all the quality tests/checks that are planned or have taken place, the Quality Log is there as a review tool for quality and testing assurance.

It enables the Project Manager to plan and assess product quality and to identify any errors in a planned, independent, controlled and documented manner. The document provides a record that the product/project has been inspected and that any errors identified are corrected and/or actioned upon. It is also used to notify colleagues within ISS and external to ISS as appropriate.

The template developed is for guidance only and can be amended as necessary.

# Header and Footer

The Header and Footer has been set up to automatically include the following information:

Header:

* Title of document : Quality Log
* Confidentiality : UoL Confidential
* Department : Information Systems Services (please change as appropriate).

Footer

* File : Autofield which inserts the filename
* Date : Autofield which inserts the current date
* Document Reference : QU0007
* Page X of Y : Autofield which inserts the page number and number of pages.

# Project Information

This section details the project specific information.

## Project Name

Insert details of the project name. Please ensure that the project name is correct and consistent with the information on the Project List and the shared Project Folders maintained by the ISS Programme Office.

If the project is not listed please contact the Programme Office.

## Project Manager

Insert the name of the Project Manager.

## Project ID

Insert the project number; refer to the Project Number Log maintained by the ISS Programme Office. The project ID should be the same as on your shared Project Folder on the N\ drive. If your project does not yet have a project number or project folder, please contact the Programme Office at

## Source Location

Insert details of the location of the file, e.g. appropriate Project Folder on shared project drive on N\.

## Date Created

Insert the date the Quality Log was first generated.

## Last Updated By

Insert the name of the person who generated/last updated the Quality Log.

## Date Updated

Insert the date that the Quality Log was last updated.

## Project Level

Indicate which project level has been assigned to the project

* Micro,
* Minor or
* Major.

# Quality Log

## Product

Insert the name of the product to be tested.

## Method of Quality Checking

Outline the method to be used to check the quality of the stated product.

For example:

* If the product is a report, then the quality checking could be review and sign-off by a member of the project team.
* If the product is a piece of software, then the quality checking could be completion of the appropriate test procedure.

## Staff Responsible (name, role, etc.)

Insert the name of the staff, including their role, responsible for carrying out the quality test on the stated product.

## Planned Date

Insert the date planned for the quality test of the stated product to be completed.

## Actual Date

Insert the actual date the quality test on the stated product was completed.

## Result

Insert a brief description of the result/outcome of the quality test for the stated product.

## Number of Action Items

Insert the number of action items resulting from the quality test(s) for the stated product.

## Target Sign-off Date

Insert the sign-off date of the quality test for the stated product.

## Actual Sign-off Date

Insert the actual sign-off date of the quality test for the stated product.

# Configuration Management

The Quality Log is a dynamic document and is therefore not configuration managed; however, the fields at the top of the log must be completed to ensure that the date the Quality Log was updated is recorded along with the name of the person who carried out the update.

# Updating Quality Log

It should be updated as a minimum at the end of each product test, but sensibly the project manager should monitor the log on a regular basis to remind the project team of any up coming tests.