

Sample Quality Management Plan

This reference documents project-specific quality assurance and quality control procedures appropriate to the size, complexity, and nature of the project. Quality improvements are also documented and may be included as an integral part of the Project Management Plan (PMP). Plans are developed concurrently in the iterative Program/Project Planning Phase.

In addition to quality management objectives developed as part of PMPs for projects, the system for Quality Management is defined in an organizational level Quality Management Plan (QMP). Project-specific Quality Management objectives accompanying each PMP shall be consistent with the organization QMP unless documented.

Quality is planned for and managed through the "Plan-Do-Check-Act" cycle for project execution, program management, and business processes.

The Project Manager (PM) is responsible for

- Documenting customer expectations and consensus quality management objectives at a project-level that supports the implementation of the PMP.
- Utilizing the expertise of their project delivery teams to determine the procedures necessary (such as independent technical review) to achieve the target level of quality.
- Ensuring the customer endorses all quality objectives included in the Quality Management Plan.
- Understanding the customer's role in project success; the PM's relationship with the customer is pivotal to providing quality service
- Working with the customer early in the Project Scope and Customer Requirements Definition Process to determine customer needs, and refining those requirements in light of safety, fiscal, schedule, and other constraints; considers the cost/benefit of all quality improvements.

The Project Delivery Team (PDT) is responsible for

- Delivering a quality project
- Performing an active role to ensure the customer's quality objectives are clearly articulated and that the customer understands the essential

Sample Quality Management Plan

professional standards, laws, and codes which must be incorporated into the project

- Monitoring the quality of their own work
- Keeping the commitments for completion of their portion of the project, as documented in the Quality Management Plan

The Resource Provider(s) is responsible for

- Monitoring the quality of the products and services produced by their team members serving on PDTs or the contractors they use to supplement their in-house capability
- Teaching, coaching, mentoring and training staff so that they have technically competent staff to assign to PDT's
- Participating in selection of outside consultants and service/goods providers to ensure they are qualified to perform assigned work
- Assigning team members to project teams commensurate with their ability and experience
- Consulting with PDT members on a periodic basis to get feedback and make adjustments as necessary
- Ensuring that there are processes in place and qualified staff or contractors are available to guarantee that an independent technical review is conducted
- Serving on an independent technical review team, when appropriate.

Distribution of Information and Data - Communications to all project Stakeholders

Project Delivery Team (PDT)

Project Manager (PM)

Resource Provider(s)

Ownership

Sample Quality Management Plan

Quality Management Relationships

	Quality Planning	Quality Control (QC)	Quality Assurance (QA)	Quality Improvement
	Plan	Do	Check	Act
What Is Done	Determine what will be quality on the project and how quality will be measured	Monitor specific project products to determine if they meet performance measurement thresholds defined in the quality management plan	Determine if measurement of quality is appropriate by evaluating overall performance on a regular basis to insure the project will satisfy customer quality expectations	Increase the effectiveness and efficiency of the project when corrective actions such as Change Requests are identified. Changes to the Quality Management Plan and the PMP may be required.
When It Is Done	<p>Project Planning Phase</p> <p>Processes</p> <ul style="list-style-type: none"> • PMP Development • Project Scope & Customer Requirements Definition • Team Establishment • Activity/Schedule Development • Resource Estimate Development • Project Delivery Acquisition Strategy 	<p>Project Execution, & Control Phase</p> <p>Processes</p> <ul style="list-style-type: none"> • Project Execution & Control • Lessons Learned 	<p>Project Execution, & Control Phase</p> <p>Processes</p> <ul style="list-style-type: none"> • Project Execution & Control 	<p>Project Execution, & Control Phase and Project Planning Phase</p> <p>Processes</p> <ul style="list-style-type: none"> • Change Management • PMP Development

Sample Quality Management Plan

Quality Management Plan Content

- Overview of Quality Management Plan
- Purpose
- Overview of Plan, Do, Check, Act
- Customer Quality Objectives
- Identify Customer Quality Objectives
- Identify Quality Threshold for each Quality Objective
- Quality Control Plans
- Address each major deliverable
- Identify Independent Technical Review Team(s)
- Quality Assurance
- Organizational Quality System Requirements (Organizational Quality Management Plan)
- Project-specific requirements
- Other Project Specific Information as required

Quality Management Plan Methodology

Plan

- Identify the customers Quality Objectives. Help customers express quality expectations in objective, quantitative terms.
- Identify professional standards including legal, environmental, economic, code, life safety and health.
- Balance needs and expectations of customers and stakeholders with cost, schedule, and professional standards. Evaluate the costs and

Sample Quality Management Plan

benefits of selected quality objectives and the processes to be used to achieve objectives.

- Develop an effective plan and processes, including quality assurance and quality control procedures, to achieve objectives. Consider risk/hazard factors and complexity of the project and adapt processes to provide the requisite level of quality. Document in the risk management plan any project variations from the local QMP requirements.
- Develop performance measure thresholds to ensure agreement on the definition of success relative to Quality Objectives.
- Ensure customer endorsement of all quality objectives included in the Quality Management Plan.

Do

- Do the work according to the approved PMP and standard operating procedures.
- Project execution is a dynamic process. The PDT must communicate, meet on a regular basis, and adapt to changing conditions. The Quality Management Plan and PMP may require modification to ensure that project objectives are met.
- Document in Lessons Learned – PROC3020, as required.

Check

- Perform independent technical review, management oversight, and verification to ensure that quality objectives are met consistent with District Quality Management Plans.
- Check performance against the PMP and Customer Quality Objectives performance measures thresholds to verify that performance will accomplish Quality Objectives and to verify sufficiency of the plan. Share findings with all project stakeholders to facilitate continuous improvement.

Sample Quality Management Plan

Act

- If performance measures thresholds are exceeded, take specific corrective actions to fix the systemic cause of any non-conformance, deficiency, or other unwanted effect.
- Document quality improvements that could include appropriate revisions to the quality management plan, alteration of quality assurance and control procedures, and adjustments to resource allocations.