

Quality Assurance Checklist

Quality assurance refers to the follow-up and questions asked to ensure that a project is using good processes on the project. Quality assurance is normally used by sponsors and managers, because they do not necessarily have the time or the detailed background to know whether the specific deliverables produced by a project are complete and of high quality. Although they cannot judge the individual deliverables, they can ask questions about the processes used to deliver the work to determine if things appear to be going well on the project.

This Quality Assurance Checklist is designed for use by the Project Sponsor or the manager of the Project Manager. This checklist contains criteria necessary to verify that quality project management and project deliverables are being delivered. Additional questions can be added to account for company specific policies and standards that must be followed on each project, as well as checkpoints with other groups and organizations that are impacted on the project. This checklist can be used throughout the development process. All of the questions will not be applicable for every review, but they will be applicable at some point in the development lifecycle. This checklist covers both project management and project-related deliverables.

This paper provides a summary of the full document. The full three-page checklist contains QA questions in the following areas. It is available to licensed TenStep users.

Project Management Deliverables:

At the Beginning of the Project	Y N n/a
At Every Major Milestone	Y N n/a

Project Deliverables

Analysis Milestone	Y N n/a
Design, Program, Test Milestones	Y N n/a
Implementation Milestone	Y N n/a