Quality Assurance Plan

PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

<Month, Year>

Document Control

	Information
Document ID	*<Document Management System #>*
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Document History

<Provide information on how the development and distribution of the Quality Assurance Plan is controlled and tracked. Use the table below to provide the release number, date, author, and a brief description of the reason for creating the revised version.>

Release No.	Date	Implemented By	Revision Description

Contents

1. Quality Management

1.1 Organizations, Responsibilities, and Interfaces

<Describe the primary roles and responsibilities of the project staff as it relates to the practice of quality assurance for the project. Indicate responsibilities for activities such as mentoring or coaching, auditing work products, auditing processes, participating in project reviews, etc.>

Name	Role	Quality Responsibility
<Insert Name>	*IT Project Manager*	*Quality mentoring & coaching*
<Insert Name>	*Business Project Manager*	*Quality audits*
<Insert Name>	*<Role>*	*<Responsibility>*

1.2 Tools, Environments, and Interfaces

<List and define the data elements and the quality tools that will be used to measure project quality and level of conformance to defined quality standards/metrics.>

Tool	Description
<Benchmarking>	*<Industry recognized benchmarks>*
<Tool Name>	*<Tool Description>*

1.3 Systems Impacted

<List all the systems that may be impacted with a brief description of the type of impact associated.>

1.4 Deployment Schedule

<Provide a description of [Project name's] deployment schedule and lists major milestones.>

2. Reviews, Audits and Walkthroughs

2.1 Reviews and Walkthroughs

<Detail the reviews and walkthroughs for each phase of the Project Planning and Management (PPM) Life Cycle. Begin with known reviews and walkthroughs and update this document to include more detail throughout subsequent PPM Life Cycle phases.>

2.2 Deliverables

Use the following table to show the artifacts and deliverables required for *<Project Name>*.

<The quality assurance team will review required artifacts for conformity to the standards of the PPM Life Cycle. Existing [Project name] artifacts may be updated as appropriate. To meet documentation requirements, the project team is highly encouraged to copy, revise and reuse existing project documentation to the maximum extent possible. >

Phase	Deliverable	Lead Role	Comments

2.3 Process Assessments

<The following are typical process assessments that may be conducted by quality assurance personnel.

- *Project planning*
- *Project monitoring and control*
- *Measurement and analysis*
- *System/subsystem reviews*
- *Peer reviews*
- *Requirements management*
- *Software configuration management and configuration audits*
- *Test management (verification & validation)*
- *Software problem reporting and corrective action*
- *Risk management*
- *Supplier agreement management>*

2.4 Products Assessments

<The following are typical product assessments that may be conducted by quality assurance personnel.

- *Peer review packages*
- *Document reviews*
- *Software development folders*
- *Software configuration management*
- *Test results (e.g., requirements traceability matrix, test reports)>*

3. Standards, Metrics, Practices, Conventions and Waivers

3.1 Conventions

<Quality assurance generated artifacts will conform to HUD standards and practices, and the naming conventions of the PPM Life Cycle.>

3.2 Metrics

<The following standard metrics are the minimum threshold that may be collected, reported, and maintained in the area of quality assurance:

- *QA effort and funds expended (Planned vs. Actual)*
- *Number of quality assurance assessments (Planned vs. Actual)*
- *Number of quality assurance assessment findings or*
- *Number of quality assurance assessment observations*
- *Number of risks identified as a result of a quality assurance assessment*
- *Additional project metrics may also be collected, reported, and maintained, they include:*
  - *Number of peer reviews (Planned vs. Actual)*
  - *Number of open vs. closed action Items from peer reviews*
  - *Number of open vs. closed software problem reports, with aging and trending over time*
  - *Number of open vs. closed independent verification and validation (IV&V) findings*
  - *Number of open vs. closed software requests for action or items from project-level reviews>*

Appendix A: References

<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>

Table 1 below summarizes the documents referenced in this document.

Document Name	Description	Location
<Document Name and Version Number>	*<Document description>*	*<URL to where document is located>*

Table 1 - References

Appendix B: Key Terms

Table 2 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
<Insert Term>	*<Provide definition of term and acronyms used in this document.>*

Table 2 - Key Terms