

Project Quality Plan Reference 1024

Rename, in order to avoid nomenclature confusion with organization's umbrella Quality Management Plan. Response : Rejected. 1st sentence mentions project-specific quality.

Scope

This reference document 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 in *Lessons*

Learned[PROC1021]. The Quality Plan **Response: Rejected, see above.** is a supporting plan that facilitates the implementation of the Project Management Plan (PMP). Quality *Risk Management*[REF1023], *Communications*[REF1022], and *Change Management*[REF1025] Plans are developed concurrently in the iterative Program/Project Planning Phase.

Quality is planned for, not inspected in, and is managed through the Plan-Do-Check-Act cycle for project execution, program management, and business processes.

Responsibility

The PM, in concert with the PDT, is responsible to document customer expectations and consensus quality objectives in a Quality Plan that supports the implementation of the PMP. PMs employ the expertise of their project delivery teams to determine the procedures necessary to achieve the target level of quality. The PM ensures the customer endorses all quality objectives included in the Quality Plan and understands the customer's role in project success.

The PM's relationship with the customer is pivotal to providing quality service. The PMs active role as consultant is essential to ensure that the customer's quality objectives are clearly articulated and that the customer understands the essential professional standards, laws, and codes which, must be incorporated into the project.

The PDT, led by the PM, is responsible for delivering a quality project. Each member of the PDT is responsible for the quality of their own work, for keeping the commitments for completion of their portion of the project as documented in the Quality Plan and the PMP. The PM and the PDT work with the customer early in the Customer Scope Definition Process to determine what the customer needs, and refine those requirements in light of safety, fiscal, schedule, and other constraints. *The PM and PDT consider the cost/benefit of all quality improvements.* The PDT must identify, communicate to the customer, and implement essential professional standards, laws, and codes .

Resource Providers at all levels of the organization are responsible for the competence of their team members in order to provide a quality project or service to the customer.

Distribution

Project Delivery Team (PDT)

Project Manager (PM)

Resource Providers Response: Accepted.

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary and that it reflects actual practice.

Quality Relationships

	Quality Planning	Quality Assurance (QA)	Quality Control (QC)	Quality Improvement
	Plan	Check	Do (switch order) Response: Accepted	Act
What Is Done	Determine what will be quality on the project and how quality will be measured	Determine if your measurement of quality is appropriate by evaluating overall performance on a regular basis to insure the project will satisfy customer quality expectations	Monitor specific project products to determine if they meet performance measurement thresholds defined in the quality management plan	Taking action to 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	Project Planning Phase Processes <ul style="list-style-type: none"> • PMP Development • Customer Scope Definition • Team Establishment • Activity Development • Resource Estimate Development • Project Delivery Acquisition Strategy 	Project Execution, Status & Control Phase Processes <ul style="list-style-type: none"> • Project Execution & Control 	Project Execution, Status & Control Phase Processes <ul style="list-style-type: none"> • Project Execution & Control • Lessons Learned 	Project Execution, Status & Control Phase and Project Planning Phase Processes <ul style="list-style-type: none"> • Change Management • PMP Development

Quality Management Plan – Format & 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 Assurance

Organizational Quality System Requirements (Organizational Quality Management Plan)

Quality Control Plans

Address each major deliverable

Other Project Specific Information as required

Quality Management Plan – Methodology

a. Plan:

- (1) Identify the customers Quality Objectives. Help customers express quality expectations in objective, quantitative terms.
- (2) Identify minimum professional standards including legal, environmental, economic, code, and life safety.
- (3) Balance needs and expectations of customers and stakeholders with cost, schedule, and professional standards. Evaluate the costs and benefits of selected quality objectives and the processes to be used to achieve objectives.
- (4) Develop an effective plan and processes, including quality assurance and quality control procedures, to achieve objectives. Consider risk factors and complexity of the project and adapt processes to provide the requisite level of quality.
- (5) Develop performance measure thresholds to assure agreement on the definition of success relative to Quality Objectives.
- (6) Ensure customer endorsement of all quality objectives included in the Quality Management Plan.

b. Do:

- (1) Do the work according to the approved PMP and standard operating procedures.
- (2) Project execution is a dynamic process. The PDT must communicate, meet on a regularly scheduled basis, and adapt to changing conditions. The Quality Management Plan and PMP may require modification to ensure that project objectives are met.

c. Check:

- (1) Perform sufficient independent technical review, management oversight, and verification to ensure that quality objectives are met consistent with District Quality Management Plans.
- (2) 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

customers **Response: Reworded. See master document.** to facilitate continuous improvement. Document in Lessons Learned[PROC1021], as required.

d. Act:

- (1) If performance measures thresholds are exceeded, take specific corrective actions to fix the systemic cause of any non-conformance, deficiency, or other unwanted effect.
- (2) 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.