

**NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE
QUALITY MANAGEMENT PLAN**

<i>Purpose:</i>	<i>The only likely changes to the Quality Management plan are the addition of new standards for existing deliverables or new measures for project products added to the project during the Execution & Control Phase. Specific quality assurance activities are defined and documented. These activities might include collection and verification of documentation, audits, and testing procedures.</i>
<i>Target Audience:</i>	<i>Project Sponsor, Project Director, Project Manager</i>

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:

DOCUMENT HISTORY		
Revision <i>(Briefly describe the revision.)</i>	Author	Revision Date

PART A: Quality Planning – Identified Quality Standards
<i>Identify standards that exist and will be applied. Note the emphasis on standards for <u>deliverables</u> and the need to have criteria for transitioning from phase to phase as well as at completion.</i>

PART B: Quality Assurance Activities
<i>Overall, the quality process is an iterative process, involving the plan-do-check-act cycle. This cycle may require updates to the plan or other processes to ensure quality is built into the product. Document what activities will be used as QA.</i>

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PART C: Quality Control Activities

The project manager is responsible for the quality of the project's product. Team members are responsible to check their own work to ensure that it meets the requirements defined for that task or activity. Document QCA that will be implemented on the project.