CDC UNIFIED PROCESS CHECKLIST

PROJECT QUALITY MANAGEMENT

Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Project Quality Management** have been addressed.

	Quality Management Checklist (One Time Activities)
	Have customer quality standards been defined and documented?
	Have regulatory quality standards been defined and documented, if applicable?
	Have organization quality standards been utilized?
	Have other relevant quality standards been identified?
	Have project quality standards and measures been defined and documented?
	Have quality metrics been identified?
	Have measures/thresholds for quality metrics been defined?
	Have quality polices and standards been agreed upon by decision makers?
	Have quality policies and standards been communicated to the project team?
	Has the project's current level of quality been assessed?
	Have the acceptance criteria for project deliverables and product performance been developed and agreed upon by the project sponsor?
	Have specific targets and actions for quality improvement been documented and communicated to the project team?
	Has a Quality Management Plan been created?
	Does the Quality Management Plan align with organizational quality standards?
	Does the Quality Management Plan align with regulatory quality standards?
	Have quality owners been identified, assigned specific quality tasks (monitoring, metrics, improvement, etc.), their roles & responsibility defined, and their level of authority communicated?
	Has the process for documenting quality standards and metrics been defined and communicated to the project team and stakeholders?
	Have the project's quality standards/goals been documented and communicated to the project team and stakeholders?

Quality Management Checklist (Ongoing/Iterative Activities)

- Regularly review results of quality changes to assess their impact on the project's level of quality.
- Measure quality data on a regular basis.
- Analyze quality data on a regular basis.