**Purpose of the Document**

Use this standard checklist to verify that all quality considerations have been met during the project planning, execution, and monitoring/controlling phases. The objective is ensure that the delivery of products or services meets agreed upon standard of quality. You can check each item off as your project team completes it.

*Template Instructions*

*Note that the information in italics is guidelines for documenting QA items. To adopt this template for project use, delete all italicized instructions and modify as appropriate*

**PROJECT TITLE:**

* Project Manager:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Technical Lead:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Area Lead:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Target Go-Live Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Test Environments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Third Party Solution/App/Tool:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No#** | **Element** | **Check** | **Resource** | **Sample Comments** |
|  | **Requirements** |  |  |  |
|  | *Business Requirement Document* |  |  | Requirements are documented |
|  | *Security Requirement* |  |  | Security assessment done, low risk |
|  | **Design** |  |  |  |
|  | *Design Document/Technical Specification* |  |  | Technical solution documented. |
|  | **Unit Testing** (*Dev Environment*) |  |  |  |
|  | *Unit Test Results* |  |  | Developers completed unit testing |
|  | **Functional Testing** (*Testing Environment*) |  |  |  |
|  | *Functional Test Plan* |  |  | QA resource completed test plan. Team reviewed and signed off on test plan |
|  | *Functional Test Cases* |  |  | Team reviewed and signed off on test cases |
|  | *Test Summary Report* |  |  | QA compiled metrics. All critical bugs resolved. |
|  | **User Acceptance Testing** (Testing Environment) |  |  |  |
|  | *UAT Test Plan* |  |  | Functional users did not have a test plan |
|  | *UAT Test Cases* |  |  | Functional users documented 10 test cases |
|  | *Business User Availability* |  |  | 5 functional users were available to test |
|  | *Test Results/ Defects/ Feedbacks* |  |  | Total issues identified: 50  Total issues resolved; 45  Number of open issues: 5 (low risk) |