Quality Management Plan Template

Project Name:	**Date**:

Project Manager:

Quality Assurance Approach
<Describe how quality will be managed on the BPI project – what tools, techniques or methods will be used to assure project quality?>

Quality Assurance Activities and Key Roles
<Describe activities associated with quality assurance. For example, documenting the current processes and validating, testing the new process, etc.>

Quality Assurance Activities	Key Roles/Responsibilities

Testing Plan and Acceptance Processes
<Delineate all testing to be done in relation to the BPI project. This may include: utilization of a pilot group, vendor testing, etc.>

Testing Plan Component	What Constitutes Acceptance

Quality Audit Activities
<Include activities that will be done to assure high quality on the BPI project. This may include use of checklists, testing, etc.>

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Quality Management Responsibilities
<For complex BPI projects, select individuals who are responsible for overseeing all BPI project quality management activities.>

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