State of Vermont

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Project Name

Quality Assurance Checklist

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

# Revision History

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| --- | --- | --- | --- |
| Version | Date | Author(s) | Revision Notes |
| 1.0 |  | (Original author) |  |
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# Project Management:

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| --- | --- | --- | --- |
| At the Beginning of the Project | Y  | N  | n/a |
| Have the project sponsor and key stakeholders been identified?  |  |  |  |
| Did the key stakeholders participate in the planning? |  |  |  |
| Have the sponsor(s) and major stakeholders formally approved the Project Definition? |  |  |  |
| Are the objectives, scope and deliverables clearly defined? |  |  |  |
| Are the resource requirements adequate? |  |  |  |
| Do the team members understand the time required and the deliverables they are responsible for? |  |  |  |
| Have the managers of team members that are not allocated full time to your team agreed to have the people available when you need them? |  |  |  |
| Do the estimated effort, cost and duration appear reasonable? |  |  |  |
| Does a project workplan exist? |  |  |  |
| Does the workplan contain at least two months of detailed work activities? |  |  |  |
| Does the workplan contain milestones that can be used for follow-up QA checks? |  |  |  |
| Does the workplan contain a full testing process, including user acceptance testing? |  |  |  |
| Do Project Management Procedures exist to define how the project will be managed? |  |  |  |
| At Every Major Milestone | Y  | N | n/a |
| Is the workplan being used to manage the work performed by the team? |  |  |  |
| Does the workplan accurately reflect the remaining work effort? |  |  |  |
| Does the workplan contain detailed work activities for at least the next two months? |  |  |  |
| Can the project manager clearly explain where the project is vs. where it should be at this time? |  |  |  |
| Will all the deliverables specified in the Project Definition be completed? |  |  |  |
| Are the project finances being actively managed to complete within the budget? |  |  |  |
| Is the project on track in terms of cost, duration and quality? |  |  |  |
| Are old risks being managed and new potential risks being identified? |  |  |  |
| Are issues being addressed and resolved in a timely manner? |  |  |  |
| Are scope change requests being properly identified and managed? |  |  |  |
| Were any major changes encountered that require that the Project Definition be updated? |  |  |  |
| Are status reports and status meetings being utilized? |  |  |  |
| Are major stakeholders being communicated to effectively? |  |  |  |
| Are the business customers happy with the project progress so far?  |  |  |  |
| Are customer expectations being properly managed? |  |  |  |
| Are proper processes being utilized to ensure completeness, correctness and overall quality? |  |  |  |

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# Project Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| Analysis Milestone | Y  | N | n/a |
| Did the project complete the appropriate deliverables? (Examples include Business Requirements Report, Conceptual System Design Report, Testing Strategy, Data Conversion Strategy and Training Strategy.) |  |  |  |
| Were the appropriate documents approved by the appropriate customer or project sponsor? |  |  |  |
| Is the customer engaged on the project to the degree required?  |  |  |  |
| Is the project following appropriate company standards, guidelines and policies? |  |  |  |
| Design, Program, Test Milestones  | Y  | N | n/a |
| Did the project complete the appropriate deliverables? (Examples include Business System Design Report, Technical System Design Report, Testing Plan and Data Conversion Plan.) If the preceding deliverables are not created, discuss how the testing was accomplished, how the training will be performed and how data will be converted. |  |  |  |
| Is the project following appropriate company standards, guidelines and policies? |  |  |  |
| Is the project following the standard company technology architecture? |  |  |  |
| Did the project documents go through an appropriate internal team review and approval process? |  |  |  |
| Were the appropriate documents approved by the appropriate customer or project sponsor? |  |  |  |
| Was a full testing process used to ensure the solution is ready to be implemented (unit, integration, system and acceptance testing)? |  |  |  |
| Are appropriate plans in place for disaster recovery, security and training? |  |  |  |
| Have all the various teams that may be involved with the implementation and deployment of the application been contacted, and do they know what is expected from them? |  |  |  |
| Implementation Milestone  | Y  | N | n/a |
| Has the production application been approved and accepted as completed by the Project Sponsor? |  |  |  |
| Were the technical components reviewed/inspected by qualified technical associates prior to installation? |  |  |  |
| Is the production application being monitored, and are problems being corrected as necessary? |  |  |  |
| Are initial problems being resolved in a timely manner? |  |  |  |
| Has a process been defined and communicated to transition the production application to the support organization?  |  |  |  |
| Has all the appropriate solution documentation been completed (system, user, support, etc.)? |  |  |  |