**Quality Management Plan**

(Insert Project Name)

Last Updated: (Insert Date)

**Purpose and Overview**

*This section includes an overview of the process you plan to utilize in managing quality on the project, describing the sections below at a high level. Include relevant background on the need for the project.*

**Scope**

*This section references standards/guidelines that will be used on the project and addresses how compliance with these standards/guidelines will be determined and to which project deliverable they will apply. The project deliverables will then be evaluated against these criteria before they are formally accepted.*

**Roles and Responsibilities**

*This section outlines resources involved in the quality management process, their roles and specific responsibilities on the project.*

**Metrics and Tools**

*This section describes the product, project, and process metrics that will be captured and monitored for the project in addition to the specific tools that will be used.*

**Review and Audit Plan**

*This section specifies the schedule, resources, methods, and procedures to be used in conducting project reviews and audits.*

**Corrective Action Plan**

*This section includes a high-level description of planned procedures used to prevent, track or resolve/remediate issues identified in project processes detected in QA reviews of this project.*

**Lessons Learned**

*This section includes new information gathered throughout the project related to quality management. This information can be compiled with all lessons learned at the Project Plan level upon completion of the overall project.*

**Approval and Authority to Proceed**

**Name Title Date**

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*(Project Sponsor)*