# Document Information

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| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the Project Manager |
| **Approver:** | Normally, the Project Board members |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# The Approach

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| --- | --- |
| **Planning:** | How are you going to plan quality? |
| **Controlling:** | How are you going to control quality? You can also reference standards and codes here. |
| **Project Assurance:** | How are you going to handle project assurance? |
| **Tools and techniques:** | What tools and techniques are you going to use? |
| **Records:** | What pieces of information should be captured for quality activities? These define the tables and columns in those tables that will show the quality activities and their results, including those in the Quality Register. |
| **Timing:** | What are the frequencies and triggers for quality activities? |
| **Reporting:** | What type of reports are you going to have for your quality management? |
| **Responsibilities:** | Who’s going to be involved in quality management? |

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