

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- A procedure is in place that will ensure that every quality activity is entered on the quality register.
- Responsibility for the quality register has been allocated.
- Actions are clearly described and assigned.
- Entries are uniquely identified, including to which product they refer.
- Access to the quality register is controlled.
- The quality register is kept in a safe place.
- All quality activities are at an appropriate level of control.

Quality register**Project name:**

Quality Identifier	Product Identifier(s)	Product title(s)	Method	Roles and responsibilities	Dates	Result	Quality records
[Provides a unique reference for every quality activity entered into the quality register. It will typically be a numeric or alphanumeric value.]	[Unique identifier(s) for the product(s) that the quality activity relates to.]	[The name(s) by which the product(s) is known.]	[The method employed for the quality activity (e.g. pilot, quality review, audit, etc.).]	[The person or team responsible for the quality management activities (e.g. auditor or, for quality reviews, presenter, reviewer(s), chair, administrator).]	[Planned, forecast and actual dates for: - the quality activity; - sign-off that the quality activity is complete.]	[The result of the quality activity. If a product fails a quality review, then any reassessment should be listed as a separate entry in the register, as the original quality activity has been completed (in deciding that the result is a 'fail')]	[The quality inspection documentation, such as a test plan or the details of any actions required to correct errors and omissions of the products being inspected.]