Quality Management and IV&V Plan

A. *General Information*

Provide basic information about the project including: (Bidirectional)

*Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.*

*Proponent Agency – The agency that will be responsible for the management of the project.*

*Project Manager – The person(s) preparing this document.*

*Planned Completion Date – Date the project is expected to be complete.*

*Investment Approval Status – The current phase the project is in.*

*Item Classification Governance – The category of project based on the Risk and Complexity Assessments.*

## B. Product Testing

Describe the Product Testing activities for the project including Testing Overview and Testing Schedule.

1. ***Product Testing Overview***

Provide a general description of the plans for testing the product(s) developed by the project. *Product Testing Schedule*

Define the specific schedule for testing activities and identify the person responsible for the activity. Integrate the Product Test Schedule with the Project Schedule. Use the Work and Assignments tab.

1. ***Project Team Responsibilities***

Describe the Product Testing Responsibilities of the Project Team in general and the specific team member assignments. Cross-reference this information with the organizational breakdown structure, resource plan, and schedule.

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| **General Responsibilities:** |

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| **Team Member** | **Specific Task** |
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# *Testing Resource Requirements*

Describe the Resources needed to execute the scheduled testing activities. Cross-reference thisinformation with project resource plan and schedule. Use the Work and Assignments tab.

**C. Project Audit**

Describe the Project Audit activities for the project including Audit Overview, Audit Schedule, Team Responsibilities, and Resource Requirements.

**Project Audit Overview**

Provide a general description of the plans for auditing the project. Identify what is audited, who conducts the audit and when the audit is conducted.

**Project Audit Schedule**

Define the specific schedule for Project Audit and identify the person responsible for the activity. Integrate the Project Audit Schedule with the Project Schedule. Use the Work and Assignments tab.

**Project Team Responsibilities**

Describe the Project Audit responsibilities of the Project Team in general and the specific team member assignments for project audit. Cross-reference this information with the organizational breakdown structure, resource plan, and schedule. Use the Work and Assignments tab.

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| **General Responsibilities**: |

**Project Audit Resource Requirements**

Describe the resources needed to execute the scheduled audit activities. Cross-reference this information with project resource plan and schedule. Use the Work and Assignments tab.

Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

**D. Independent Verification and Validation**

Describe the Independent Verification and Validation activities for the project including Independent Verification and Validation Overview, Schedule, Team Responsibilities and Resource Requirements.

**Independent Verification and Validation Overview**

Provide a description of the plans for Independent Verification and Validation of the project.

**Independent Verification and Validation Schedule**

Define the specific schedule for Independent Verification and Validation of the project and identify the person responsible for the activity. Integrate the Independent Verification and Validation Schedule with the Project Schedule. Use the Work and Assignments tab.

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| --- | --- | --- |
| ***Activity*** | ***Scheduled Date or Phase*** | ***Responsible Persons*** |
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**Project Team Responsibilities**

Describe the Independent Verification and Validation Responsibilities of the Project Team in general and the specific team member assignments such as acceptance test and audit. Cross-reference this information with the organizational breakdown structure, resource plan, and schedule.

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| **General Responsibilities:** |

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| **Team Member** | **Specific Task** |
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**Independent Verification and Validation Resource Requirements**

Describe the resources needed to execute the scheduled for Independent Verification and Validation activities of the project. Cross-reference this information with project resource plan and schedule*.*

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| --- | --- | --- |
| ***Activity*** | ***Scheduled Date or Phase*** | ***Resources Required*** |
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