**HOW TO USE THIS TEMPLATE:**

**Introduction**

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Quality Management Strategy. There is also a Product Description for the Quality Management Strategy at Appendix A of the PRINCE2 Manual.

**Loading the file**

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

**Deleting the [....] text**

When the template is complete, the whole Quality Management Strategy document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

**Saving the Quality Management Strategy document under its own name**

Save the Quality Management Strategy document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

**Once your Quality Management Strategy is complete check the document against the following Quality Criteria:**

- The strategy clearly defines ways in which the customer's quality expectations will be met

- The defined ways are sufficient to achieve the required quality

- Responsibilities for quality are defined up to a level that is independent of the project and Project Manager

- The strategy conforms to the supplier's and customer's quality management systems

- The strategy conforms to the corporate or programme quality policy

- The approaches to assuring quality for the project are appropriate in the light of the standards selected.

# QUALITY MANAGEMENT STRATEGY

## Project:

Release:

Date:

## PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

# 1    Quality Management Strategy History

## 1.1    Document Location

This document is only valid on the day it was printed.
The source of the document will be found at this location – *[insert folder structure]*

## 1.2    Revision History

**Date of this revision**:
**Date of next revision**:

| Revision date | Previous revision date | Summary of Changes | Changes marked |
|---|---|---|---|
| | | First issue | |

## 1.3    Approvals

This document requires the following approvals.
Signed approval forms should be filed appropriately in the project filing system.

| Name | Signature | Title | Date of Issue | Version |
|---|---|---|---|---|
| | | | | |

## 1.4    Distribution

This document has been distributed to:

| Name | Title | Date of Issue | Version |
|---|---|---|---|
| | | | |

## 2      Table of Contents

# 3      Introduction

[Purpose, objectives, scope and responsibility of the strategy]

# 4      Quality Management Procedure

[A description of (or reference to) the quality management procedure to be used. Any variance from corporate or programme management quality standards should be highlighted, together with a justification for the variance. The procedure should cover:

- Quality planning

- Quality control: the project's approach to quality control activities. This may include:

    o   Quality standards

    o   Templates and forms to be employed (e.g. Product Description(s), Quality Register)

    o   Definitions of types of quality methods (e.g. inspection, pilot)

    o   Metrics to be employed in support of quality control

- Quality assurance: the project's approach to quality assurance activities. This may include:

    o   Responsibilities of the Project Board

    o   Compliance audits

    o   Corporate or programme management reviews]

# 5      Tools and Techniques

[Any quality management systems or tools to be used, and any preference for techniques which may be used for each step in the quality management procedure]

# 6      Records

[What quality records will be required and where they will be stored including the composition and format of the Quality Register?]

# 7      Reporting

[Any quality management reports that are to produced, their purpose, timing and recipients]

# 8      Timing of Quality Management Activities

[States when formal quality management activities are to be undertaken, for example audits (this may be a reference to the Quality Register)]

# 9      Roles and Responsibilities

[Defines the roles and responsibilities for quality management activities, including those with quality responsibilities from corporate or programme management]