

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 Register. There is also a Product Description for the Quality Register 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 Register can be printed and approved.

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

Saving the Quality Register document under its own name

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

Once your Quality Register is complete check the document against the following Quality Criteria:

- 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	FORM [001] Ref: _____ Version: _____			
Programme Name:	Project Name:			
Quality Identifier: [A unique reference for every quality activity entered into the Quality Register]	Product Identifier: [Unique identifier(s) for the product(s) that the quality activity relates to]			
Product Title: [Name(s) by which the product(s) is called]	Quality Method: [Method employed for the quality activity (e.g. pilot, quality review, audit etc.)]			
Roles/Responsibilities: [Person or team responsible for the quality management activities (e.g. auditor or, for quality reviews, presenter, reviewer(s), chair, administrator)]	Result: [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]			
Quality Records: [References to 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]	DATES			
		Planned	Forecast	Actual
	Quality Activity			
	Sign-Off			