

Quality Assurance Planning Template

Project Name	
Date	
Created By:	
1. Acceptance criteria	
Quality standards of organization, customer or external organization	
Checklists to be referred to	
2. Potential problems the project could face	
3. External QA recommended?	Yes/No
Project-related QA	
3. Frequency of project plan reviews	
4. Frequency of responding to communications	
5. Frequency at which you would want to interview stakeholders	
6. Frequency at which to check for process improvements	