**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11972&utm_source=template-word&utm_medium=content&utm_campaign=Project+Quality+Assurance+Plan-word-11972&lpa=Project+Quality+Assurance+Plan+word+11972)PROJECT QUALITY   
ASSURANCE PLAN TEMPLATE**

PROJECT QUALITY ASSURANCE PLAN

COMPANY NAME

Street Address

City, State Zip

webaddress.com

Version 0.0.0

00/00/0000

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

PROJECT QUALITY ASSURANCE TABLE OF CONTENTS

[OVERVIEW 3](#_Toc113816995)

[PURPOSE 3](#_Toc113816996)

[SCOPE 3](#_Toc113816997)

[QUALITY OBJECTIVES 3](#_Toc113816998)

[TOOLS AND METHODOLOGIES 4](#_Toc113816999)

[ROLES AND RESPONSIBILITIES 4](#_Toc113817000)

[DOCUMENTATION AND RECORD KEEPING 5](#_Toc113817001)

[AUDITING PLAN 5](#_Toc113817002)

[METRICS 6](#_Toc113817003)

[ESCALATION AND CORRECTIVE ACTION 6](#_Toc113817004)

[TRAINING AND CERTIFICATION 7](#_Toc113817005)

[SCHEDULE 7](#_Toc113817006)

[APPROVALS 7](#_Toc113817007)

# OVERVIEW

## PURPOSE

|  |
| --- |
|  |

## SCOPE

|  |
| --- |
|  |

# QUALITY OBJECTIVES

|  |
| --- |
|  |

# TOOLS AND METHODOLOGIES

|  |
| --- |
|  |

# ROLES AND RESPONSIBILITIES

|  |  |  |
| --- | --- | --- |
| **ROLE** | **NAME** | **EMAIL** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# DOCUMENTATION AND RECORDKEEPING

|  |  |  |
| --- | --- | --- |
| **DOCUMENT** | **DATES** | **NOTES** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# AUDITING PLAN

|  |
| --- |
|  |

# METRICS

|  |
| --- |
|  |

# ESCALATION AND CORRECTIVE ACTION

|  |
| --- |
|  |

# TRAINING AND CERTIFICATION

|  |
| --- |
|  |

# SCHEDULE

|  |
| --- |
|  |

# APPROVALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SIGNATURE** |  | | **DATE** |  |
|  | |  |  |  |
| **SIGNATURE** |  | | **DATE** |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |