

DG [Name]

Unit [Name]

Quality Management Plan

<Project Name>

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Template Version: 3.1



*This template is based on PM² V3.1*

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# Introduction

The version 2.5 of PM² guide introduces a light Quality Management section in the Project Handbook. However the usage of this *Quality Management Plan* template is advised in case of complex or risky projects where quality activities are of special importance for the project.

The objectives of this document are:

* To outline the quality strategy, approach and process to be used for the project;
* To identify the roles and responsibilities related to project quality management;
* To identify the major project management artefacts and deliverables;
* To define the quality assurance and control activities and to plan them throughout the project;
* To support the agreement on project quality requirements and metrics, and the method to evaluate them;
* To specify the methodology, standards, tools and techniques used to support quality management.

Note that in the PM² Guide, the *Quality Management Plan* is mainly described as a part of the *Project Handbook*. However the Project Manager (PM) can decide, given the size or complexity of the project, to use a separate document to capture the quality attributes for the project and in this case we propose to use this template.

# Quality Management Objectives

Project quality management aims to ensure that the current projectwill meet the expected results in the most efficient way and that deliverables will be accepted by the relevant stakeholders. It involves overseeing all activities needed to maintain a desired level of excellence. This includes creating and implementing quality planning and assurance, as well as quality control and quality improvement.

This project will follow the PM2 quality management process that comprises the activities related to the identification, planning, execution, and monitoring & control of project quality related activities.

The main project quality objectives are:

* The project's quality characteristics are defined, agreed and achieved throughout the project;
* Quality assurance activities are performed as planned;
* Any non-conformity (or opportunity for quality improvements) is identified and implemented;
* Deliverables are accepted by the relevant stakeholders based on the defined quality/acceptance criteria.

*<Please customise the above quality objectives as per your project or/and organization needs.>*

# Quality Management Process

*<Please tailor the quality management process if necessary (complete description or delete activities that are not applicable to the project.>*

The project quality management process comprises all activities (related both to processes and deliverables) that will increase the ability to meet the project expected results identified in the Project Charter.

The quality management process for this project is comprised of five key steps:

* Define (Project) Quality Characteristics;
* Perform Quality Assurance;
* Perform Quality Control;
* Perform Deliverables Acceptance; and
* Perform Final (Project) Acceptance.

**Step 1: Define Quality Characteristics**

The purpose of this step is to identify the objectives, approach, requirements, activities and responsibilities of the project's quality management process and how it will be implemented throughout the project. These are documented in this planbased on the project objectives, approach, deliverables, expected benefits and resources available (as defined in the *Business Case*, *Project Charter*, *Project Handbook*, *Project Work Plan*, and other relevant plans).

The *Quality Management Plan* includes the description of the:

* Quality objectives, approach and requirements;
* Quality standards, guidelines, tools and techniques, e.g. the Quality Review Checklist and the Deliverables Acceptance Checklist;
* Quality assurance activities and related responsibilities, e.g. Project Review Meetings, monthly activities reports and audits to contractors' quality assurance activities, among others;
* Quality control activities for continuous improvement, e.g. project management artefacts review and quality plans reviews;
* Configuration procedure related to project artefacts and deliverables.

Any quality activities related to project management artefacts are documented in the *Quality Management Plan*, while quality assurance and control activities related to project deliverables are documented in the Deliverables Acceptance Plan. *<In the case where no formal Deliverables Acceptance Plan exists, then the Deliverables Acceptance activities can be described in the Quality Management Plan (or in the Project Handbook)>*

The techniques that will be used for quality planning are the following ones:

* Cost-benefit analysis;
* Cost of Quality (CoQ);
* Benchmarking;
* Statistical sampling;
* Quality Requirements Prioritisation (MoSCoW – Must have, Should have, Could have, or Won't have).
* +++

*<Please customise the above list as per your project or/and organization needs.>*

Considering requestor requirements, the Project Manager (PM) determines the balance between cost/time/risk and quality of deliverables based on a cost-benefit analysis, and defines the quality assurance and control activities. For these activities, quality metrics should also be defined along with acceptance tolerances.

The *Quality Review Checklist,* the *Phase-exit Review Checklist* and the *Deliverables Acceptance Checklist* are the tools that will be used to validate compliance with this plan. The above checklists should be defined and created during the planning phase *<Customise the PM2 templates>*.

Additionally to these above checklists, the following tool will be used: *<please add additional tools to be used for project quality planning and control as per your project or/and organization needs.>*

**Step 2: Perform Quality Assurance**

The purpose of this step is to verify the performance and compliance of project (and project management) activities with the defined quality requirements. The quality assurance activities are defined based on the overall project management approach (described in the *Project Handbook)* and are part of the *Project Work Plan*.

Quality assurance will be performed by evaluating the design of project controls, by confirming that they are implemented, and by assessing their operational effectiveness. These activities will consider the project quality objectives along with the project risks. Quality assurance activities will be performed:

* Internally: by a Project Quality Assurance (PQA) person, and by the project organization (PCT, BM, SP); and
* Externally: e.g. outsourcing audits to external entities when necessary.

The results of the quality assurance activities will be documented in the relevant quality and status reports or/and in relevant project logs. *<Please mention the artefacts where the quality assurance results will be documented as per your project or/and organization needs.>*

**Step 3: Perform Quality Control**

The purpose of this step is to monitor and consolidate results from the quality assurance activities in order to assess compliance and performance, recommend necessary changes, and plan new or refine existing quality assurance activities. Quality monitoring & controlling is performed throughout the project by the Project Manager (PM).

The *Quality Review Checklist* will be used by the Project Manager (PM) for evaluating the quality control activities and to validate compliance with the plans in terms of scope, time, cost, quality, project organization, communication, risks, contracts, and client satisfaction. Additionally, the Project Manager (PM) will summarize and document the *Quality Review Checklist* findings, their impact, recommendations along with any remediation/improvement actions. The project logs will then also be used to document related risk, issues, decisions and changes.

When controlling and verifying the adequacy of project quality management, the Project Manager (PM) will consider all events that may influence adversely or favourably the achievement of project objectives and refine the *Quality Management Plan* accordingly. Moreover, the Project Manager (PM) will determine the effectiveness of project processes, look for potential improvements in processes efficiencies, analyse measurement results and their effectiveness, and develop *Quality Review Reports* with the consolidation of the results and recommendations.

The results of the quality assurance activities will be used for improving the quality of project activities and so they may generate change requests for corrective or preventive actions, or updates in project documentation, e.g. in *Project Work Plan*.

After the identification of all non-conformities or opportunities to improve, the Project Manager (PM) will elaborate/validate recommendations and establish action plans, consulting the relevant stakeholders.

Actions may result in change requests, identification of new risks and issues, re-scheduling activities or adding new activities to the *Project Work Plan*. It can also identify training and resources needs, additional quality assurance activities, among others. These actions will identify which project documentation should be updated and the ID of the action from the related documents (project logs or *Project Work Plan*). All these actions will be incorporated (at least the most effort/cost consuming ones) into the *Project Work Plan*, in order to have a consolidated view of all project related activities.

Furthermore, this step also comprises the review and validation of each project work package (defined in the *Project Work Plan*). If results are compliant with project quality requirements, the Project Manager (PM) will obtain approval on the outputs produced in each phase-gate, based on the defined criteria. The *Phase-Exit Review Checklist* is used to support each phase-gate review. Additionally, formal go/no-go decisions for each milestone or phase will be agreed on and accepted by the Project Owner (PO) *<or Project Steering Committee (PSC)>*, based on the success criteria.

All changes to the *Quality Management Plan* and *Deliverables Acceptance Plan* will be agreed by the relevant stakeholders and approved by the Project Steering Committee (PSC).

**Step 4: Perform Deliverables Acceptance**

The purpose of this step is to obtain formal approval from the Project Owner (PO) for each project deliverable. It comprises the verification if deliverables meet the predefined objectives and set of criteria defined in the *Deliverables Acceptance Plan*, so that the Project Owner (PO) can formally accept them, in the Deliverables Acceptance Note.

The *Deliverables Acceptance Checklist* supports the monitoring of the status of all activities that are pre-condition to the delivery of project outputs to the Project Owner (PO) and the formal acceptance from him/her. Project deliverables are accepted if the acceptance activities (as described in *the Deliverables Acceptance Plan*) are successfully performed and within the pre-specified tolerances. The Project deliverables may be conditionally accepted even with a set of known issues, provided that these are documented and that there is a plan for addressing them.

**Step 5: Perform Final Acceptance**

The purpose of this step is to manage the final acceptance of project deliverables and to perform the administrative closure of the project. The final acceptance is obtained from the Project Owner (PO), through a formal Project Acceptance Note.

Before to the formal project sign-off, the Project Manager (PM) should report on project performance in the Project-End Review Meeting and develop the *Project-End Report*. This report should summarize project performance throughout project lifecycle and describe the main risks, issues, constraints, opportunities and lessons learned identified along the project. It can also identify stakeholders' satisfaction level based on questionnaires or other type of feedback. The pitfalls, best practices and solutions implemented should be maintained in a project repository, accessible for future projects.

The administrative closure of the project includes updating, reviewing, organising and archiving all project documentation and records, with the help of the Project Support Office (PSO). It also comprises the release of project resources, the final project acceptance and the communication of project end to the relevant stakeholders. The *Phase-exit Review Checklist* will be used to validate the completion of project activities.



*<If you tailor the process, make sure you recreate the above process diagram>*

## Quality Management Roles and Responsibilities

The following RASCI table defines the responsibilities of those involved in quality management:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RAM** (RASCI) | **AGB\*** | **PSC** | **PO** | **BM** | **UR** | **SP** | **PM** | **PCT** |
| Quality Management Plan | I | **A** | C | C | C | C | **R** | C |
| Deliverables Acceptance Mgt Plan | I | **A** | C | **S** | I | C | **R** | C |
| Perform Quality Assurance | I | I | I | **S** | C | I | **A** | **R** |
| Perform Quality Control | I | I | I | C | C | **A** | **R** | C |
| Perform Deliverables Acceptance | I | I | A | **S** | C | I | **R** | C |
| Perform Final Acceptance | I | **A** | C | C | I | C | **R** | I |

*\*****AGB****: Appropriate Governance Body. (e.g. for IT projects, this is the IT Steering Committee).*

The contact details of each of the above stakeholders are documented in the *Project Stakeholder Matrix*.

Project quality approach and criteria are agreed by the Project Steering Committee (PSC).

The Project Manager (PM) is ultimately answerable for the correct and full completion of the quality assurance activities. Moreover, the Project Manager (PM), supported by the Business Manager (BM), is accountable for scheduling the acceptance activities and ensuring that they are performed according to the plan.

The Project Manager (PM) is also responsible for performing quality control throughout the project under the supervision of the Solution Provider (SP).

The Project Owner (PO) is accountable for deliverables and project acceptance and for ensuring the availability of resources (including people) and guidelines for acceptance testing.

# Tools and Techniques

The following techniques will be used for project quality management:

* Audits;
* Walkthroughs;
* Benchmarking;
* Questionnaires;
* Peer reviews;
* Acceptance testing;
* Project Review Meetings;
* …

*<Please customise the above list as per your project or/and organization needs.>*

The following tools will be used for project quality management:

* PM2 Quality Management Plan;
* PM2 Deliverables Acceptance Plan;
* PM2 Quality Review Checklist;
* PM2 Deliverables Acceptance Checklist;
* PM2 Phase-exit Review Checklist;
* PM2 Quality Review Report;
* PM2 Project-End Report;
* Deliverables Acceptance Note;
* Project Acceptance Note;
* Configuration registry;
* IBM Rational Quality Manager;
* IBM Rational Functional Tester;
* IBM Rational Requirements Composer;
* IBM Rational Team Concert;
* CITnet;
* …

*<Please customise the above list as per your project or/and organization needs.>*

# Quality Assurance Activities

The Project Manager (PM) is the overall responsible of the quality assurance activities within the project. The Project Manager (PM) is also responsible for scheduling and initiating all formal reviews.

The quality assurance activities will be performed by the Project Core Team (PCT), by the Project Manager (PM), by the Project Quality Assurance (PQA) team/person and by *<identify other organizations involved as, e.g., external entities.>*.

The quality assurance activities include the following:

* Artefact reviews and approvals *(i.e. the fact that the content of an artefact (project management deliverable) should be reviewed before it's considered finalised and sent for formal or informal approval/validation>.*
* Timesheets set-up; *<i.e. the fact that timesheets are required (e.g. in email, xls, or IT platform)>.*
* Timesheets reviewed; *<i.e. the fact that someone will review the accuracy of timesheet reported>.*
* Monthly activities reports *<summarising the major tasks undertaken and showing the number of days worked, during the previous calendar month)>.*
* Project Follow-up Meetings;
* Project Review Meetings;
* Project Steering Committee meetings;
* Milestone reviews;
* Phase-exit reviews;
* Project acceptance review;
* Project and process audits;
* Deliverables acceptance testing;
* Audits to contractors' project quality activities;
* Stakeholders' satisfaction questionnaires;
* Security certification & accreditation audits.

*<Please customise the quality assurance activities if necessary (add new or delete existent activities that are not applicable to the project.>*

The project quality assurance activities are detailed and scheduled in the Project Work Plan.

# Metrics

This section includes the quality criteria to be collected and reported during the project, for project artefacts (i.e. project management outputs). Note that the criteria related to project deliverables acceptance are detailed in the *Deliverables Acceptance Plan*. *<In the case where no formal Deliverables Acceptance Plan exists, then the criteria related to deliverables acceptance should be described in the Quality Management Plan>*

|  |  |  |
| --- | --- | --- |
| **Criterion Name** | **Frequency** | **Tolerance** |
| Artefacts review (per project phase) | Once | No tolerance. |
| Monthly timesheets reviewed and approved | Monthly | No tolerance. |
| Status reports distributed | Monthly | One moth (i.e. every two months). |
| Project Review Meetings performed | Weekly | One week. Holiday's period, each three weeks. |
| Project Steering Committee meetings performed | Monthly | One moth (i.e. every two months). |
| Milestone reviews executed | Per milestone | No tolerance. |
| Phase-exit reviews executed | Per phase-exit | No tolerance. |
| Project and process audits performed | Yearly or once during the project | No tolerance. |
| Audits to contractors' project quality activities performed | Yearly or once during the project | No tolerance. |
| Stakeholders' satisfaction questionnaires sent, received and analysed | Yearly or once during the project | No tolerance. |

*<Please customise the above Frequencies and Tolerances as per your project or/and organization needs.>*

# Quality Control

## Quality Reviews

*<All project plans and processes or activities described within these plans should be reviewed. The results of these reviews along with outputs of quality assurance (e.g. Audit Reports) should be analysed and recommendation and remediation/improvement actions should be defined in the Quality Review Report.>*

Project quality reviews will be performed every *<define the frequency of this activity>* in order to verify that all project plans and processes defined in the Project Handbook have been created and are executed as planned.

A *Quality Review Checklist* will be used to assess the project's compliance with the planned activities (and related outputs) in domains such as scope, time, cost, quality, project organization, communications, risks, contracts, and client satisfaction.

Note that some of the approved (by the Project Owner (PO)), remediation or/and improvement actions may also generate *Change Requests* and updates in project documents and plans.

The findings, recommendations and remediation/improvement actions will be consolidated in the *Quality Review Report*, registered as issues in the *Issue Log* and reported to *<provide the distribution list of this report>* as per the *Communications Management Plan*.

Every time the Quality Control step is executed, the effectiveness of previous cycle recommendations and remediation/improvement actions should be assessed.

## Deliverables Reviews

The deliverables reviews will be performed *<define the frequency of this activity>* based on the *Deliverables Acceptance Plan* and *Deliverables Acceptance Checklist*. *<Provide links to the Deliverables Acceptance Plan and Deliverables Acceptance Checklist. If these plans do not exist, please summarize the relevant acceptance activities in this section.>*

The findings, recommendations and remediation/improvement actions will be consolidated in the *Quality Review Report* and reported to *<refer the distribution list of this report>* as per the *Communications Management Plan*.

## Other Quality Control Activities

*<Please describe other activities in the scope of the project quality control.>*

# Quality Records

The quality records (evidence that quality management activities have been performed) are archived in the project repository, under the "Monitor & Control" folder. The different versions of the project artefacts (created at each artefact update) will provide evidence of the performance of these activities.

# Configuration Management

*<The purpose of the project configuration management process is to help project stakeholders to manage project artefacts and deliverables effectively and to provide a single reliable reference to them, ensuring that the correct versions are delivered to the project requestor / client. Additionally, it helps the Project Manager (PM) to identify the latest state of project artefacts and be able to gather all sources, documents, and other information for the project, prevent unauthorised changes, guarantee artefacts traceability, e.g. audit purposes, and return to previous versions (fall-back procedure).*

*Projects can follow configuration management procedures which already exist in each DG/Unit or use the guidelines provided below by the PM2 methodology.>*

The project configuration management procedure comprises the identification of project configuration items (CIs), their attributes and status codes, the establishment of baselines, the definition of roles and responsibilities for authorised changes to CIs, and the maintenance and control of a project repository.

The project configuration management covers:

* Definition of project CIs;
* File and email naming convention;
* Versioning and tracking of project documents;
* Control of the release of project artefacts and deliverables and changes to them;
* Periodic reviews to CIs records, to see if the configuration procedure is being undertaken and if records match the actual status;
* Storage and archiving of project management artefacts, including folder structure and naming conventions;
* Security of the CIs, i.e., CIs access management, CIs copies / backups, fall-back procedures and retention period.

The periodic review of CI records will verify if all CIs are correctly identified, related changes are registered, approved, tracked and correctly implemented. For this purpose a configuration registry will be used. The fields of the configuration registry are:

* Project identifier;
* Item identifier;
* Description;
* Status;
* Date of last status change;
* Version;
* Type;
* Item attributes;
* Owner;
* Reference to location;
* Details of the relationship between items;
* History of changes to CI (this information can be referenced to the Change Log).

The location of the configuration registry is found in the Appendix 1.

*<Create your project configuration registry (PM2 does not provide a template) and customise the above list as per your project needs.>*

*<Previous versions of the CIs should be kept in the project folder. The configuration management procedure should indicate which records should be kept and for what period.>*

**PM2 project management files naming convention**

This project follows PM2 methodology and uses the following naming convention:

**Files**: (XX).(DocumentName).(ProjectName).(dd-mm-yyyy).v(x.x)

*<Example: 04.Project\_Handbook.XYZ.11-11-2013.V1.0.docx>*

Explanations:

* XX (two numerical characters) is the number of the document according to all PM2 templates. Other documents not included in the PM2 templates can be named by following the numerical sequence of documents. This number is unique within project artefacts;
* vx.x is referring to the version of the document. If it begins with a "0.x" it means that the document hasn't yet been approved; minor changes can be reflected in the decimal (revisions number) and major changes (formal reviews) in the number.

When creating a project document, the Project Manager (PM) will include:

* The title of the document;
* The document type (e.g. plan, check list, log, guide, template, study, report);
* The version number;
* The issue date;
* The document control information, document approver(s) and reviewers and document history and location;
* The confidentiality classification of the document. Confidentiality classification of documents follows EC standards.

*<PM2 templates and tools are available in the following link:* <http://www.cc.cec/wikis/pages/viewpage.action?pageId=57511075>*>*

**Project email subject tag:** (ProjectName), (Topic), (type of communication, e.g. for approval, for information, for review, for action), (FreeText – if needed).

*<Example: [WebCom][Follow-up Meeting][Agenda] [for Review] …>*

**Versioning and release of artefacts and deliverables**

This project uses the following tools for managing the versioning and release of deliverables:

* …

*<Indicate the tools that will be used for managing deliverables versions and releases.>*

The location of the last versions of project artefacts and deliverables is referred in the configuration registry.

**Storage and archiving of project management artefacts and deliverables**

The Secretariat General is responsible for the Commission's internal policy with regard to records management and archives, and projects should follow these procedures. Each Director-General or Head of Department has a Document Management Officer (DMO) who is responsible to implement a document and records management system.

For this project, the Project Manager (PM) will structure the project management artefacts per PM2 phase, following the below folder convention:

* 01 Initiating
* 02 Planning
* 03 Executing
* 04 Monitor & Control
* 05 Closing

*<The Project Owner (PO) and the Solution Provider should agree on the configuration management scope and determine the procedures to be applied to change, approval, maintenance (including retention periods) and archive of the project CIs. It is recommended to agree on security procedures that include access to project files, copies of project data, archive location to guarantee continuity, storage devices to be used, retention periods and sanitization of data (when data is no more needed). These procedures should be mentioned in this section or referenced to other documents.*

*In case of projects following RUP@EC methodology for software development, Project Manager (PM)s should develop a specific Configuration Management Plan (Physical Configuration Audit of the IS). In this case, PM2 Quality management Plan should reference to RUP@EC plan.>*

# Related PM² Plans

**Project Handbook**

The *Project Handbook* establishes the high-level approach for implementing the project goals, which includes required documentation, standards to be considered and the high level summary of the quality and configuration management approach. The location of this artefact is referred in the Appendix 1.

**Communications Management Plan**

The *Communications Management Plan* helps to ensure that all project stakeholders have the information they need to perform their roles throughout the project. It defines and documents the communication items content, format, frequency, the audience and expected results. The location of this artefact is referred in the Appendix 1.

**Deliverables Acceptance Plan**

The management of project deliverables (responsibilities, activities and the criteria for the deliverables acceptance) is described in the *Deliverables Acceptance Plan*. The location of this artefact is found in the Appendix 1.

**Resources Plan**

The Resource Plan captures all types of resources requirements, plan and costs and the skills and training needs to be foreseen for the project. This plan includes the identification of the required profiles for quality assurance and deliverables acceptance, as well as the need of other type of resources such as equipment, tools and licenses. The location of this artefact is found in the Appendix 1.

**Issue Management**

The management of issues is described in the *Issues Management Plan*. This artefact defines how issues are identified, evaluated, and assigned for resolution. Issue management supports the resolution of issues before deliverables / project acceptance. The location of this artefact is found in the Appendix 1.

# Appendix 1: References and Related Documents

*<Use this section to reference (or append if needed in a separate annex) any relevant or additional information. Specify each reference or related document by title, version (if applicable), date, and source (e.g. the location of the document or the publishing organisation).>*

|  |  |  |
| --- | --- | --- |
| **ID** | **Reference or Related Document** | **Source or Link/Location** |
| 1 | *<Example of a related document>*  04.Project\_Handbook.XYZ.11-11-2013.V.1.0.docx | *<Example of a location>*  *< U:\METHODS\PM²@EC\Documents\>* |
| 2 | 06.Issue\_Management\_Plan.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 3 | 09.Communications\_Management\_Plan.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 4 | 10.Deliverables\_Acceptance\_Mgt\_Plan.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 5 | 13.Resource\_Plan.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 6 | 28.Quality\_Review\_Checklist.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 7 | 27.Phase\_Exit\_Review\_Checklist.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 8 | 29.Deliverables\_Acceptance\_Checklist.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 9 | XX.Deliverables\_Acceptance\_Note.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 10 | XX.Project\_Acceptance\_Note.XYZ.11-11-2013.V.1.0.docx | *<Insert project artefact location.>* |
| 11 | Project folder | *<Insert project folder location.>* |
| 12 | configuration registry | *<Insert project artefact location.>* |
| 13 | *<Example of a reference>*  *<"The Communication on Risk Management, SEC(2005)1327">* | *<Example of a source>*  *<20/10/2005, European Commission>* |