



PROJECT QUALITY ANALYSIS

Project Name: _____

Element or Clause	REQUIRED QA AND QC ACTIVITIES	Applicable	Compliance	Deficiency	Comments	Correction Date	Verification Date
	Establish Project Central File						
	Prepare Project Quality Assurance File Folder						
	Review Proposal/Contract, obtain approval in accordance with the Auth. & Resp matrix and annotate Negotiations Correspondence, memos, etc.						
	Prepared Project Quality Assurance Plan, obtain approval from PrincipatinCharge, include in Project Management Plan						
	Prepare Project Criteria Document, include in Project Management Plan						
	Prepare/Review procurement document, obtain approval from Office Manager subcontracting agreement						
	Prepare Project Management Plan, obtain approval from PrincipatinCharge						
	Conduct Project Kickoff Meeting						
	Work Product Output Work Product Directives						
	Changing the Work Product						
	Document and Data Control .						
	Controlling ClientSupplied Products						
	Prepare Computer Program Log .						
	Prepare/Check Computer Program Verification, if required .						
	Include Report Disclaimers						
	Use procedures to prepare and detailcheck calculations, using guidelines of . .						
	Complete Calculation Cover Sheet .						
	Use procedures to prepare and detailcheck drawings, using the guidelines of . . and .						
	Use procedures to prepare and detailcheck specifications, using the guidelines of . 's . and .						
	Review Draft Study/Report 's . and .						
	Review Draft Estimate .						
	Client Feedback .						
	Evaluate/Verify/Accept Subconsultant's Services						
	Conduct Independent Technical Review of Contract Deliverables						
	Complete ITR Report and						
	Conduct Coordination Review, if more than one technology, office, subconsultant, etc. on the project						
	Complete Coordination Review Report and						
	Identify and trace product product tags; product records						
	Use procedures to identify & report nonconformances						
	Use procedures to correct & prevent nonconformances .						
	Use procedures to handle, store, package, preserve and deliver products						
	Use procedures to store quality records						
	Conduct QA Audits						
	Complete QA Audit and Findings Report, and Audit Check List and .						