

Project Management and Quality Plan Checklist

The Project Management and Quality Plan (PMQP) template (IDA-MS-PMQP) provides guidance and template material for use by IDA projects in producing project-specific documents. This checklist summarises the recommended structure and contents of documents based on the template.

Sect No	Section Title	Activities
1	Project Management Plan	<p>Information about the PMQP document:</p> <ul style="list-style-type: none"> • Purpose of PMQP (1.1) – to suit individual project; to include outline QA process, roles, problem and change management etc • Scope of the project (1.2) – suggested reference to ToR • Information required (1.3) if a project manager is deviating from this PMQP writing guide • Reference (1.4.1) and applicable documents (1.4.2), • Abbreviations/acronyms (1.5.1) and definitions (1.5.2)
2	Overview of the Project	<p>Information is needed about the project:</p> <ul style="list-style-type: none"> • Project description (2.1) - phases, objectives, key activities, assumptions, constraints, limitations and its environment • Description of deviations from ITT (2.2) – project changes often occur if project kick-off more than 3 months after ITT • Global project time plan (2.3) – guidance provided on means of presentation and planning details required • Information on Contractual Work Units (2.4) – mandatory details of unit, production deadlines and resources • Deliverables and project documentation (2.5) – to include Project Team deliverables as well as deliverables provided by IDA project or other groups
3	Project Organisation and Responsibilities	<p>Information about the key people involved in the project:</p> <ul style="list-style-type: none"> • Higher level project organisation structure (3.1) – formal structure with role titles and descriptions • Commission’s responsibilities (3.2) – to include resources, expert and user groups, technical committees, deliverables to suppliers, documentation, timetables and feedback • Others’ obligations (3.3) – to provide documentation, specialist information and to attend meetings • Key project personnel (3.4) – mandatory matrix table and text • Subcontractors (3.5) – mandatory to include all subcontractors; recommended matrix table • Escalation process (3.6) – process and criteria required

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4	Project Process Controls	Control measures required to manage, monitor and communicate project activities and deliverables: <ul style="list-style-type: none"> • Plans (4.1) – eg acceptance, change control, installation, migration, product support, quality, security, test plans • Progress measurement and monitoring (4.2) – mandatory listing of types and frequency of controls • Process controls (4.3) – document to specify level of controls needed to ensure project is viable, on schedule, within resource plans and producing necessary deliverables; to include quality, risk, standards and subcontractor issues
5	Acceptance and Payments	Information about processes, agreeable to the Commission: <ul style="list-style-type: none"> • Products requiring formal acceptance (5.0 paragraph /3) – matrix table • Delivery notes (5.1) – adherence to a usage practice • General acceptance procedure (5.2) – dates for deliverables, arrangements for feedback and acceptance testing • Payment (5.3) – requirement for schedule and payment trigger • Final acceptance and project closure (5.4)
6	Control of the PMQP	Information about the preparation and production of PMQP: <ul style="list-style-type: none"> • PMQP production (6.1) – roles involved in production • PMQP approval (6.2) – details of standard process as it applies to particular project • PMQP adherence (6.3) – process to control deviation from PMQP
7	Progress Report	Mandatory sections for IDA Project Progress Report Document Control, Signoff and Change Record