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| Company Name |
| Quality Management Strategy |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document author  Select date |

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Standards, Definitions and Boundaries

*Describe how the quality management system will be applied to the project, in response to quality expectations and project criteria. Outline the arrangements for quality assurance and where these are required.*

# Programme/Project Quality Management Process, Methods & Tools

*Describe and define the quality management procedure, including planning, control and quality assurance processes. Include the tools and techniques to be used, the records that will be kept, how the procedure will be reported and the overall timing of activities.*

# Quality Management Roles and Responsibilities

*Describe the responsibilities for managing and implementing the strategy. Include the Producer (responsible for production of a programme/project deliverable), the Reviewer, ideally independent of production and the Approver who has final confirmation of the strategy.*

|  |  |  |
| --- | --- | --- |
| QM Role | Name(s) | Product Name |
| Producer(s) |  |  |
| Reviewer(s) |  |  |
| Approver(s) |  |  |

# Resources and Costs

*Set out the programme/project resources needed for implementing the quality management strategy, how they will be used and the expected cost of allocating these resources.*

# Audit and Review Schedule

* 1. **Health-Checks**

*Explain how and when independent programme/project ‘health-checks’ will be conducted. Who will undertake them?*

* 1. **Reviews**

*Insert key decision points in the project lifecycle where independent Reviews will take place.*

# APPENDIX: Programme/Project Plan

*Include an extract from (or location of) the current programme/project plan.*

# APPENDIX: [Corporate QM Strategy]

*Include an extract from (or location of) the current Corporate QM Strategy.*