

Quality Assurance Implementation Plan Format for Consulting Initiatives

1. Project Overview

Project Name: _____

Client Name: _____

Date: _____

Project Manager: _____

QA Lead: _____

2. Objectives

- Define the purpose and goals of Quality Assurance for this engagement.
- Identify key deliverables and quality standards.

3. QA Roles and Responsibilities

Role	Responsibility	Assigned To
QA Lead	Oversee all QA activities, ensure compliance with standards	
Team Member	Execute QA tasks, report issues	
Client Representative	Review deliverables, provide feedback	

4. Quality Standards & Methodologies

- List applicable standards (e.g., ISO, client-specific)
- Describe methodologies or frameworks to be used

5. QA Processes & Activities

Process/Activity	Description	Frequency
Document Review	Assessment of all project documents for accuracy and completeness	Weekly
Peer Review	Internal evaluation of deliverables by team members	Per deliverable
Client Feedback	Collect and incorporate client feedback on submitted deliverables	As needed

6. Key Deliverables & Acceptance Criteria

Deliverable	Acceptance Criteria

7. Issue Management & Escalation

- Define process for identifying, tracking, and resolving issues
- Describe escalation paths and timelines

8. QA Schedule

Attach or include a high-level schedule/timeline for QA activities aligned with project milestones.

9. Approval

Prepared by: _____ **Date:** _____

Approved by: _____ **Date:** _____