Quality Assurance Workflow Consulting Services Sample

1. Project Initiation & Requirement Review
- Gather and review client requirements and expectations
- Identify key deliverables and success criteria
- Assign roles and responsibilities

2. Planning & Documentation
- Develop QA plan and checklist
- Schedule key milestones and deadlines
- Document processes and standards

3. Execution & Monitoring
- Implement QA processes during project execution
- Monitor deliverables for adherence to standards
- Log and track issues or discrepancies

4. Review & Feedback
- Conduct internal review of deliverables
- Collect client feedback
- Document lessons learned

5. Final Approval & Handover
- Obtain formal client sign-off
- Ensure all documentation is complete and delivered
- Close project and archive records