

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2® Method and is designed to prompt the Project Manager and help in the creation of the Quality Register. There is also a Product Description for the Quality Register at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Quality Register can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Quality Register document under its own name

Save the Quality Register document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Quality Register is complete check the document against the following Quality Criteria:

- A procedure is in place that will ensure that every quality activity is entered on the quality register
- Responsibility for the quality register has been allocated
- Actions are clearly described and assigned
- Entries are uniquely identified, including to which product they refer
- Access to the quality register is controlled
- The quality register is kept in a safe place
- All quality activities are at an appropriate level of control.

QUALITY REGISTER	FORM [001] Ref: _____ Version: _____			
Programme Name:	Project Name:			
Quality identifier: [Provides a unique reference for every quality activity entered into the quality register. It will typically be a numeric or alpha-numeric value]	Product identifier: [Unique identifier(s) for the product(s) that the quality activity relates to]			
Product title(s): [The name(s) by which the product(s) is known]	Method: [The method employed for the quality activity (e.g. pilot, quality review, audit etc.)]			
Roles and responsibilities: [The person or team responsible for the quality management activities (e.g. auditor or, for quality reviews, presenter, reviewer(s), chair, administrator)]	Result: [The result of the quality activity. If a product fails a quality review, then any re-assessment should be listed as a separate entry in the register, as the original quality activity has been completed (in deciding that the result is a 'fail')]			
Quality Records: [References to the quality inspection documentation, such as a test plan or the details of any actions required to correct errors and omissions of the products being inspected.]	DATES			
		Planned	Forecast	Actual
	Quality activity			
	Sign-off			