

Quality Review Service

Purpose

The purpose of this service is to assist the project team in the Quality Review process to ensure a structured and organised approach to the examination of the project's products and their conformance to the specified business, user and specialist requirements.

Benefits

- Y Experienced assistance with the setting up of the product Quality Review procedures
- Y An impartial member of the Quality Review team able to provide objective advice at the review meetings
- Y Provides a standard working practice within your organisation

Method

The service provides the services of an experienced Project Management Consultant who will chair the Quality Review, enabling the Project Manager and project team members to participate fully and focus on the purpose of the Quality Review rather than on the format.

The Consultant will:

- Y Provide assistance to the Project Manager with the arrangement of the Quality Review meeting
- Y Help with the selection of reviewers
- Y Check that all reviewers have been supplied with the necessary product descriptions and, if required, ensuring the product is available for review inspection
- Y Check that acceptance criteria are clearly specified for each product
- Y Chair the Quality Review meeting Follow-up
- Y Review and comment on the minutes of the Quality Review prior to publication
- Y Review the records of the Quality Review prior to publication

Deliverables

An experienced Project Management Consultant for the duration of the service.

Reporting & Reviewing

- Y The Consultant will report to the Project Manager
- Y Issue Quality Review meeting agenda and objectives to the nominated participants
- Y Issue minutes of the Quality Review meeting to the participants

Price

Please call 01244 852 544