

Quality Plan

Executive Summary:

The Quality Plan lists the major deliverables for the project and gives a detailed account of standards for correctness and completion. It enumerates the quality standards for the deliverables as well as the tools used to achieve those standards.

Quality roles are listed and quality control activities are listed in a table.

The KUAPress Project

Digital publishing for the KUA community

Miranda Anne Clemson

BSMIS Fall 2010

Major Deliverables:

Human-Computer Interaction:

- Screencasts
- Usability Study
- Usability Report
- Sample sites

Strategic Planning

- TOWS Matrix
- Strategic Initiative – KUAPress

Marketing

- Student Marketing Plan

Project Planning

- Work Breakdown Structure
- Quality Plan
- Communications Plan

Completeness and Correctness Criteria:

Screencasts: cover the titled topic, are rendered and uploaded.

Sample sites: Clearly and attractively configured with appropriate graphics

All documents will be formatted with a standard template and contain an Executive Summary.

Quality standards:

Documents will be clearly written and proofread, formatted with a standard template. Screencasts will be edited in a way that clearly narrates the tasks, all video will be clear and in focus. Any online material will be complete and attractively formatted.

Quality tools:

All documents will be formatted using a Microsoft Word template. Screencasts will be recorded with Jing Pro and edited with iMovie 09.

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Quality Roles:

Members of the Kimball Union Academy faculty – initial review of selected deliverables

Kimball Union Academy students – secondary review of selected deliverables

Quality control activities:

Deliverable	Quality Event	Quality Tool	Purpose
Screencasts	Peer review Checklist	Standard title slides	Ensure clarity of instruction
Usability Study	Checklist	Standard input form, timer	Ensure quantitative results
Usability Report	Review	Template	Ensure standardization and readability
Sample sites	Review	WordPress 3.0, Photoshop CS	Ensure usability and marketability
TOWS Matrix	Review	Template	Ensure standardization and readability
Strategic Initiative Report	Review	Template	Ensure standardization and readability
Student Marketing Plan	Review	Template	Ensure standardization and readability
WBS	Review	Template	Ensure standardization and readability
Quality Plan	Review	Template	Ensure standardization and readability
Communications Plan	Review	Template	Ensure standardization readability