DATA ITEM DESCRIPTION

1. DID Number: DID-PM-MGT-QP-V5.3
2. Title: Quality Plan
3. DESCRIPTION AND INTENDED USE

The Quality Plan (QP) describes the Contractor’s strategy, methodology and processes for the management and control of Quality, commensurate with the nature and complexity of the requirements of the Contract, and the nominated Quality standards.

The Contractor uses the QP to:

define, manage and monitor its activities for meeting the Quality requirements of the Contract; and

ensure that those parties (including all Subcontractors) who are undertaking Quality-related activities understand their respective responsibilities, the processes to be used, and the time-frames involved.

The Commonwealth uses the QP to:

understand and evaluate the way that the Contractor proposes to meet the Quality requirements of the Contract, including any applicable ADF regulatory / assurance framework requirements;

assist with monitoring the performance of the Contract; and

identify and understand the Contractor’s expectations of the Commonwealth with respect to the Quality requirements of the Contract.

1. INTER-relationships

The QP is subordinate to the following data items, where these data items are required under the Contract:

Project Management Plan (PMP); or

Support Services Management Plan (SSMP).

The QP inter-relates with all other management plans required under the Contract.

1. Applicable Documents

The Quality standards nominated in the Contract and the following documents form a part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. ISO 10005:2018 | 1. Quality Management – Guidelines for Quality Plans |
| 1. HB 90.9-2000 | 1. Software Development – Guide to ISO 9001:2000 |
| 1. AS/NZS ISO/IEC/IEEE 12207:2019 | 1. Systems and Software Engineering - Software Life Cycle Processes |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

The QP should be consistent with the guidelines given in ISO 10005:2018.

When the Contract has specified delivery of another data item that contains aspects of the required information, the QP shall summarise these aspects and refer to the other data item.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. General

The QP shall describe how the Contractor’s Quality Management System (QMS) will be applied to fulfil the specific requirements of the Contract and shall describe or provide specific reference to a list of procedures to be used including any new procedures to be developed.

The QP shall describe the Contractor’s Audit and review activities to be performed during all phases of the Contract.

The planned Quality-related activities (eg, tests, walkthroughs, reviews, etc) to be conducted shall be included in the QP. Alternatively, specific reference to where such information is contained can be provided.

If Software development, modification or update is required under the Contract, the Software Quality aspects shall:

be addressed in a Software quality plan, as an annex to the QP; and

meet the requirements of AS/NZS ISO/IEC/IEEE 12207:2019 paragraph 6.3.

The QP shall reference any international, national or industry specific standards, codes of practice and conventions adopted by the Contractor for ensuring conformance of the Contract’s deliverables with the specified requirements.

* + 1. Quality Organisation

The QP shall describe the Quality Management organisation, key appointments and functional relationships for managing Quality.

The QP shall identify the senior manager who has responsibility for the executive control of the Contractor’s QMS, as it applies to the Contract.

The QP shall identify the resources and the allocated responsibilities and authorities for the Audit and review activities to be performed during the period of the Contract.

* + 1. Subcontractor Requirements

The QP shall identify:

for each Approved Subcontractor, the scope of work to be undertaken and the system(s) in place to provide Quality Assurance of the work; and

for all other Subcontractors, how Quality Assurance will be achieved for the goods and services that they provide.

The QP shall include the Contractor’s planned Audit and review activities for each Approved Subcontractor and any additional processes, which may be implemented to ensure that the relevant requirements of the Contract are flowed down to Approved Subcontractors.