



Quality Assurance - immersion model

Quality assurance in the project context has two concerns:

1. The make sure that the project is managed up to an agreed standard and checked at pre-arranged points (stage gates, or gateways).
2. Make sure that the agreed benefits are delivered, as a result of implementing the solution accurately, designing the correct solution, and identifying the problem accurately.

Key benefits include:

1. Agreement and understanding of the problem domain, solution and expectations
2. Clear understanding and acceptance of the criteria for success of the project
3. A high level plan for managing the quality of the project management
4. A high level plan for testing the products as they are completed and the final deliverable
5. An appreciation of the critical success factors and a plan to see they are achieved
6. A plan for measuring and monitoring benefits realisation

Project Planning Roadmap

Purpose: Create the initial project plan sufficient to set deadlines and milestones, reaffirm estimates and get a satisfactory view of the resource implications.

Format: A series of two or more workshops involving everyone who has a part to play in delivering the project and has potential to impact on cost, duration or scope plus a number of one to one meeting with individual contributors to test estimates and assumptions and join the dots. There is always a short period of review by all contributors before final sign off by everyone.

Inputs:

- Business requirements
- Business case

Outcomes:

The team will have joint ownership of a plan that they built together and have confidence in and understand the tolerances and stretches of.

Transfer of planning skills to key people.

Outputs:

1. A detailed plan with sub plans for testing quality and implementation.
2. A high level schedule and Gantt with built in slack.
3. A work breakdown structure with high level work package documents related to the schedule.

Duration and effort: Three day's work over 7 to 14 days.

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