



## Quality Assurance and PMO engagement model

This model was designed to help teams that need an outside influence to improve their project management, or don't have the time and facilities to run a PMO in house. You can choose to have us manage both project quality and deliverable quality, or just one of these

It can be no more than a few hours a week, or days a month or it can be a significant dedicated amount of resources and systems.

### Project Quality

In its simplest form, we will work with you to establish your project goals and agree the levels of quality you need to achieve. We will agree with you stage gates aimed to make sure that you do not spend any more time or money than necessary on a project that is too risky, or not well founded and we will establish and oversee a weekly and monthly reporting mechanism to keep you updated on progress and we will test those reports for robustness and accuracy before briefing you.

Key benefits include:

1. Working within predefined quality structures gives more robustness to every aspect of the project and influences the professionalism of every project member
2. An external oversight gives added credibility and keeps senior stakeholders happy
3. Your team learn from our people and improve their own performance

### Product quality

Product based QA is based on oversight of the establishment and satisfactory execution of an agreed quality approach and test plan for your end product.

Our QA service will ensure that: the approach is suitable; the plan is sufficiently comprehensive; that the level of testing is sufficient and that it is completed.

Key benefits include:

1. Assurance that the design is likely to deliver the stated benefits
2. Assures you that what you expected is delivered to accurate specification
3. That all the functionality works as promised
4. That agreed non-functional specifications have been met

## Quality Assurance and PMO Roadmap

**Purpose:** Create and agree the Quality plan sufficient to ensure that best efforts have been made to design to solution and that the end result will perform as well as expected.

**Format:** A series of two or more workshops involving everyone who is a stakeholder in the quality of the project and of the end product plus the technical team management or external supplier management plus a series of one to one meetings to resolve issues as they arise

### Inputs:

- Business requirements
- Functional and non functional requirements
- Supply contracts if already in place

### Outcomes:

The team will be united in understanding of the critical quality criteria, the testing and reporting that will be expected of them and the qualifying criteria.

There will be a high level plan in place with series of stage gate reviews where progress is examined and a Go/No go decision is made based on agreed criteria relating to the state of the project at this point and it's likelihood of success.

Transfer of QA skills to key people.

### Outputs:

1. An agreed QA approach and if appropriate a testing approach
2. A detailed Quality Assurance plan with Project board meetings, stage gate reviews and an agreed reporting mechanism in place.
3. If appropriate a Product testing plan with detailed scenarios and a schedule
- 4.

**Duration and effort:** Fifteen day's work upwards over the period of the project.

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