Quality Plan

*<Insert Project Name>*

*<Insert Project MP limits>*

Project Manager: *<Insert name here>*

*<Date>*

Review the project WBS work elements and identify the applicable standards for each product, process, service, and deliverable.

### Quality Assurance/Control Plan Items

* Reviewers to be identified and assigned
* The project to be executed in accordance with applicable WSDOT Manuals.
* Communication with team members (may lead to decision documents).
* Reviews to be scheduled:
  + Monthly status and quarterly reviews will be communicated.
  + Plans will be reviewed to establish consistency in the documentation prior to the Ad date.
  + Scope, Schedule, and Budget will be reviewed periodically for progress.
  + Quarterly review
  + Status reviews
  + Milestone reviews
  + Deliverable reviews
  + Customer feedback
  + Process reviews

### Quality Assurance/Control Matrix Items

| **QA/QC item** | **Lead** | **Checked** | **Approved** | **Standard(s) or References** | **Date scheduled** | **Date executed** |
| --- | --- | --- | --- | --- | --- | --- |
| Identification & Assignment Meeting |  |  |  |  |  |  |
| Gather as-built information and drawings for smooth and consistent transitions |  |  |  |  |  |  |
| Field visits to verify as-built |  |  |  |  |  |  |
| Existing utilities located on site and on plan |  |  |  |  |  |  |
| Value Engineering and CEVP as appropriate. |  |  |  |  |  |  |
| Design will be reviewed and approved prior to the completion of the PS&E package |  |  |  |  |  |  |
| Constructability review 1 |  |  |  |  |  |  |
| Constructability review 2 |  |  |  |  |  |  |
| Maintenance review |  |  |  |  |  |  |
| Management review |  |  |  |  |  |  |
| PS&E package review (Approval prior to Advertisement) |  |  |  |  |  |  |
| Executive Order 10.10 (Stamping of a Professional Document) will be implemented. |  |  |  |  |  |  |