

# Project Assurance

PB's responsibilities to assure itself that the project is being conducted correctly

- Proj Ass roles appointed in SU3
- Can be delegated, but must be independent of PM

## Responsibilities

- Mtce of thorough liaison throughout proj between Cust & Supp
- User needs & expectations are being met / managed
- Risks are being controlled
- Adherence to the BC
- Constant re-assessment of the value-for-money solution
- Fit overall Prog/Co. strategy
- Right people are being involved
- Acceptable solution is being developed
- Project remains viable
- Scope of proj not 'creeping upwards' unnoticed
- Focus on business need is maintained
- Int & Ext comms are working
- Applicable Std's are being used
- Any legislative constraints are being observed
- Needs of specialist interests (e.g. security) are being observed
- Adherence to qlty ass. std's

## Ass. Of Proj Mgmt Standards

• Checking documents :

- BC – being updated, viability
- PP – being updated with actuals
- SP – tolerances set, freq of Highlight Rep's set, being updated with actuals
- End Stage Report – prod status a/c from Conf Librarian to check all prod's from current stage are approved, check status of risks, issues & tol's
- Highlight Reports – being produced at correct T, containing correct & relevant info
- Checkpoint Reports – being produced at correct T, containing correct & relevant info
- WPs -being authorised, containing correct & relevant info
- RL – being reviewed & updated, status of risks
- IL – being updated, status of issues, open issues being dealt with
- LLL – being updated regularly
- Config Item Records – being updated, run configuration audits (verification)

## Ass. Of Qlty Mgmt Standards

• Checking :

- Quality Documents :
  - PQP
  - Prod descriptions – users involved in writing qlty criteria, qlty reviewing qlty criteria in prod descriptions checking if measurable, attached to WPs
  - Stage Qlty Plan – qlty checks schedule
  - QL – being updated with qlty checking info
- Quality Reviews :
  - Advise on suitable reviewers
  - Attend qlty reviews with ext suppliers
  - Check that users are involved
  - Check prod descriptions being used for qlty criteria
  - Check follow up meetings are taking place
  - Check unresolved errors at follow up meeting are raised as proj issues

## Key areas in Process Model

### PID

- All sub-processes of IP
- Check all doc's to be assembled as PID

### ESA

- All sub-processes of SB as preparation for ESA
- Next SP meets cust & biz reqs
- End Stage Rep contains accurate info
- PP, BC & RL updated
- Configuration audit – records being updated

### QC

- Advise on suitable reviewers in Stage Qlty Plan – SB1
- Advise on QC arrangements in WP – CS1
- QL being updated with results of Qlty reviews – MP2
- Config Records updated to approved status – MP2