Quality Log
PRINCE2™ - Quality Register

Project Name:			
Date:		**Release:**	Draft/Final
Author:			
Owner:			
Client:			
Document Number:			

Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of changes	Changes Marked

Approvals

This Document requires the following approvals. A signed Copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This Document should be distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose

A Quality Register is used to summarize all the quality management activities that are planned or have taken place, and provides information for the End Stage Reports and End Project Report. Its purpose is to:
- Issue a unique reference for each quality activity
- Act as a pointer to the quality records for a product
- Act as a summary of the number and type of quality activities undertaken.

Contents

Page 3 contains the Quality Log

Advice

Derivation:
- The format and composition of the Quality Register will be defined in the Quality Management Strategy
- Entries are made when a quality activity is entered on a Stage Plan for the current management stage. It may be updated when a Team Plan is created
- The remaining information comes from the actual performance of the quality activity
- The sign-off date is when all corrective action items have been signed off.

Format and Presentation:
A Quality Register can take a number of formats, including:
- Document, spreadsheet or database
- Stand-alone register or a carry forward in progress review minutes
- Entry in a project management tool
- Part of an integrated project register for all risks, actions, decisions, assumptions, issues, lessons etc.

Quality Criteria:
- A procedure is in place that will ensure that every quality activity is entered on the Quality Register
- Responsibility for the Quality Register has been allocated
- Actions are clearly described and assigned
- Entries are uniquely identified, including to which product they refer
- Access to the Quality Register is controlled
- The Quality Register is kept in a safe place
- All quality activities are at an appropriate level of control.

Quality ID	Product Identifier(s)	Product Title(s)	Method	Roles and Responsibilities		The Quality Activity			Completion of Quality Activity			Result	Quality Records
				Name	Role	Planned Date	Forecast Date	Actual Date	Planned Date	Forecast Date	Actual Date		
1													
2													
3													
4													
5													
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