## C:\Users\17gapa\AppData\Local\Temp\wz0524\IRD Business Transformation Logo\72dpi Jpeg\IRD Business Transformation Logo Small_72dpi.jpgWorkstream and PMO Quality Control Checklist

This quality control checklist has been completed by the workstream on the specified deliverable (detailed below). The Responsible Owner has accepted the deliverable and approved the deliverable for issue to the Accountable Person for approval.

The PMO confirms the deliverable complies with the PMO information management requirements.

## Name of the Deliverable and D#:

**Responsible Owner:**

**Workstream:**

| **Quality Management Principle** | **Y/N** | **Requirement** | **Comments** |
| --- | --- | --- | --- |
| **Purpose** |  | The document provides clear details of the purpose of the document. It delivers against the scope agreed in the Deliverables Register and supports the objectives agreed for the Current Phase. |  |
| **Logic** |  | The assumptions underpinning the document are explicit and recommendations are logical and based on the evidence provided. |  |
| **Accuracy** |  | 1. The data and information used to inform the document are explicit, sources are referenced, and data supports the conclusions reached. 2. The title and deliverable number match the Deliverables Register. 3. The document versioning number is consistent with version control protocols and appears in the document control section in the document e.g. V.0.1 4. The filename for the document is consistent with the programme’s naming conventions. |  |
| **Options** |  | The document demonstrates that an adequate range of options have been considered before a recommendation has been made. |  |
| **Consultation** |  | 1. The document provides details of the RACI process followed as per the Deliverable Register. 2. The Responsible Owner has confirmed that adequate consultation with all RACI parties has taken place and the feedback has been incorporated where appropriate. 3. All consults / Informed parties have been listed in the deliverable. 4. The workstream lead has endorsed the deliverable before providing to PMO. |  |
| **Practicality** |  | 1. The implementation, technical feasibility, timing and compatibility with other wider projects and policies have been considered. (As appropriate). |  |
| **Presentation** |  | 1. The deliverable is in the correct BT template. 2. The format of the document is consistent with BT standards, templates and IR standards as appropriate. 3. The document classification is consistent with the Information Classification guidance. 4. The document is clear, concise, well presented visually, spell checked and free from errors. 5. The document has correct page. numbering. 6. The document cover sheet contains the BT ID - UiD10825. 7. The document contains all the appropriate attachments and appendices. |  |

**The following documents are attached for formal review and sign-off:**

|  |  |
| --- | --- |
|  | **** |
| Deliverable |  |
| Deliverable sign off memo (signed by the lead, Responsible and Accountable persons) |  |
| Deliverable product description (pre-approved) | **No longer applicable** |

**The following section is completed by the PMO:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**PMO Feedback**

Feedback will be provided here (as applicable)

**PMO quality control checklist sign-off**

This Deliverable is now ready for formal review/approval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PMO Team Member Date: