
Project Management Office

**Quality Assurance Plan for
Enterprise Data Definitions and
Chart of Accounts Project**

**Period:
November 5, 2007 – June 30, 2009**

Revision #1.0

Office of Financial Management

Enterprise Data Definitions and Chart of Accounts Project Quality Assurance Plan

Introduction

Purpose

The purpose of the Quality Assurance Plan is to provide external quality assurance on the Enterprise Data Definitions/Chart of Accounts Project.

Scope

Enterprise Data Definitions and Chart of Accounts Project

Background

The purpose of the Enterprise Data Definitions / Chart of Accounts (EDD/COA) project is the following:

- Determine if there are unmet enterprise information needs that can be addressed through common data definitions and the COA
- Determine the business value of unmet enterprise information needs, and the cost vs. benefit of addressing them
- Determine the business value of establishing more consistent application of data elements across the enterprise
- Determine how addressing unmet information needs would affect the existing enterprise data definitions lists and the Chart of Accounts
- Determine common data definitions to be used throughout state government

Quality Checkpoints

Review Interval

- Just-in time verbal or written feedback as needed.
- Every other month a formal report will be submitted and reviewed. An informal report will be provided on the alternating months of any new risks or issues.

January - February 2008

March – April 2008

May – June 2008

July – August 2008

September – October 2008

November – December 2008

January – February 2009

March – April 2009

May – June 2009

Staffing

OFM is hiring an external consultant to perform the quality assurance work. This contract will be managed by the Project Manager.

Sterling Associates was selected to provide external QA using standard methodologies for project review. They will provide quality assessments and recommendations.

Consultant Contact Information

Julie Boyer
Sterling Associates
360 956-9064
julieb@sterling-llp.com

Reviews

Quality Assessments and Reviews

- Recommendations will identify the high priority recommendations for the reporting period. Use a supporting document to supplement any summary information.
- QA observations highlights.
- Communications results
- Current Interval QA Activities that describe the major quality assurance activities accomplished during this reporting period.

Sample

Attended and provided input at the weekly status meetings.
Attended Roadmap Program Meeting and briefed Executive Sponsors.
Attended Monthly Executive Project Sponsor Meeting.
Surveyed key staff and stakeholders.

Planned Activities for Next Review Period

Describe Planned Activities for the Next Review Interval,

Sample

Attend Executive Project Sponsor Review meeting.
Attend and provide input at scheduled project Meetings.
Review Risk Mitigation Plan.
Brief DIS/ISB oversight members and staff.

Project Risk Assessment and Trends

Describe the observed and identified risk areas within the project and the trend of that risk (improving, worsening, no change) as well as impacts of the risks.

Risk Mitigation Recommendations

Identify the steps or actions to address the trends.

Outstanding QA Issues

Describe the new and unresolved issues from previous reports. Issues should be documented in the Issues Log.

Other Findings

Record other findings not already noted above.

Examples of possible finding in other areas are: assessments of quality processes and controls, observations for the Project team and/or executive sponsors and adherence to quality agreements or other tools.

About the Quality Assurance Provider/Vendor

Identify who prepared the report, their credentials, the method of preparation and any necessary report context.

Resource Estimates

The Sterling Associates contract estimate for this project is \$116,885 for the period November 2007 through June 2009.

Contractor Controls

The Project Manager will monitor the deliverables and work products as outlined in the Project Schedule.

Corrective Action

Process

Any issues identified in the project processes that are detected by the QA reviews will follow the Issues Plan.

Acceptance

We, the undersigned project members, have reviewed this document and approve its contents.

Name and Title	Signature	Date
Candace Espeseth Executive Sponsor		
Sadie Rodriquez-Hawkins Executive Sponsor		
Ann Bruner Project Manager		