### Project Quality Control Review Guide

| **Phase** | **QC Review** | **Review Lead Time1** | **Length of Review1** | **Review report due back to Project Manager1** | **Resolution Time1,2** | **Independent Review Participant(s)**  **(Not from Project)** | **Review Checklist to Use** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Planning | Project Plan Review | 1 week | ½ day | 2 days after review | 2 days | Project Manager | [Project Planning Deliverables Checklist](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/PDM%20Document/Quality_Management/Project_Planning_Deliverables_Checklist.docx) |
| Risk Management Plan (RMP) Review | 1 week | ½ day | 2 days after review | 2 days | Project Manager | [Risk Initiation Checklist](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/PDM%20Document/Quality_Management/Old_PDM_Versions/Risk_Initiation_Checklist.docx) |
| Requirements | Requirements | 2 weeks | 3 days | 3 days after review | 1 week | Business Analyst Data Analyst | [Requirements QC Review Template](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/PDM%20Document/Quality_Management/Requirements_QC_Review_Template.docx) |
| Design | System Design – Technical | 2 weeks | 1 week | 1 week after review | 1 week | Technical Architect6 | |  |  | | --- | --- | |  |  |   [System Design QC Review Technical Template](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/PDM%20Document/Quality_Management/System_Design_QC_Review_Technical_Template.docx) |
| System Design -Analyst | 2 weeks | 1 week | 1 week after review | 1 week | Business Analyst7 | [System Design QC Review Analyst Template](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/PDM%20Document/Quality_Management/System_Design_QC_Review_Analyst_Template.docx) |
| Model Review3,6 | 2 weeks | 1 week | 1 week after review | 1 week | Data Analyst  Database Admin Tech (DBAT) | [Model Review Checklist](file:///\\dotscosan02\UserS$\kn973dm\Workstation\Online_Data\mydocs\SharePoint%20Drafts\Model_Review_Checklist.docx) |
| Security Plan | 2 weeks | 1 day | 1 week after review | 1 week | Information Security Administration |  |
| Construction | .NET Code Review 4,5 | 2 weeks | 1 week | 2 days after review | 1 week | Technical Architect | [.NET Code Review Checklist](http://cosharepoint.dot.state.fl.us/sites/BSSO/doclibrary/Lists/Current%20Standards) |
| Web Standards/ Section 508 Reviews5 | 2 weeks | 1 week | 2 days after review | 1 week | WebMaster | [Web Standards Checklist](http://cosharepoint.dot.state.fl.us/sites/BSSO/doclibrary/Lists/Current%20Standards) |
| SQL Review4,5 | 2 weeks | 1 week | 2 days after review | 1 week | DBAT | [SQL Code Review Checklist](http://cosharepoint.dot.state.fl.us/sites/BSSO/doclibrary/Lists/Current%20Standards) |

1All times only include business days; weekends and holidays are not included.

2 Amount of time allocated to make changes after the review report is received by Project Manager

3 If applicable, ask Data Analyst if Data Model review is required.

4 Review can be requested after a successful full system test in the system test environment.

5 A Confirmation review will be performed to verify that required changes were made.

6 Reviews Data Model, Process Model and CRUD Matrix

7 Reviews Detailed Design, Technical Architecture and Integration Plan

8 Reviews Test Plan, Test Case Matrix and RTM for traceability back to requirements