

SCM QA PLAN TEMPLATE



Contents

1. Introduction	2
2. How to use this Template	4
SCM QA Plan Template	错误!未定义书签。
Document Control	错误!未定义书签。
SCM QA Plan for [Project/Model]	6

1.Introduction

- 1.1 A
- 1.2 al to the risks associated with a specific SCM and its use.
- 1.3 You should consult the Cabinet Office Sourcing Programme for further information or before planning an SCM for complex services, projects or programmes via sourcing.programme@cabinetoffice.gov.uk.

2.Logic

Questions

#	Area	Question	Ref
1	Cost Components:	What are the cost components of the service, project or programme being modelled?	错误! 未找到引用源。
2	Costing Techniques:	What is the approach to cost estimation?	错误! 未找到引用源。
3	Options & Scenarios:	What delivery model options and/or scenarios will be included in the model?	错误! 未找到引用源。

Questions

#	Area	Question	Ref
1	Key Inputs:	What are the key model input data and assumptions requirements?	错误! 未找到引用源。
2	Uncertainty & Risk:	What uncertainties and risks will be represented within the model?	错误! 未找到引用源。

3. How to use this Template

- 3.1 This QA Plan Template (“this Template”) is an example of how an SCM QA Plan can be set out and what areas to cover.
- 3.2 This Template is intended to add structure to an SCM QA Plan. It should be tai

Role	Typical Responsibilities
<i>Model Developer</i>	• Driving production of the model Specification (inc. Design), Data, QA and Delivery Plans, and seeking their approval and sign-off ahead of model development. • Updating the model Scope, Specification (inc Design) and other documentation to reflect any agreed changes. • Building the SCM in line with requirements and good practice guidance. • Populating the SCM with data for self-testing and to support formal QA and testing, handover and release of the SCM for use. • Producing and updating the Book of Assumptions / Data Log with key information pertaining to the collected data. • Undertaking self-testing of the SCM throughout development and prior to release for formal QA and testing. • Working with Quality Assurers to implement changes required to address issues identified as part of QA and testing processes. • Producing the model User Guide and, if required, handover training materials and the model Technical or Developer Guide. • Undertaking demonstrations and familiarisation sessions as required and producing interim results to support in-flight QA and testing. • Implementing any file management procedures that may be applicable during the development of the SCM.

Insert Date]

Approved by: [Insert Name – [Model SRO]]

Date: [Insert Date]

Document Edit History:

Version	Date	Comment	Updated By	Approved by

SCM QA Plan for [Project/Model]

Project Background

[Insert Project Background]

[e.g. In line with the proposed changes to XYZ Legislation by XYZ the XYZ Project has co
M Scoping Template}

Model Background

[Insert Model Background]

[e.g. As part of XYZ Project and to support the DMA and Business Case Process an SCM will
need to be prepare

.4, 4.7, 4.8 and 14.1 of the SCM Scoping Template}

IMA

[Insert IMA Score]

[Insert details of QA and Testing measures suggested by the IMA]

{May be informed by Question 3.4 of the SCM Scoping Template}

Key Stakeholders

Key stakeholders and decision makers for the SCM are:

g Template}

Planned Test Procedures

The following table sets out the planned test procedures to be performed, along with the
associated model risk(s) they intend to mitigate and resource requirements:

#	Risk(s)	Test Procedure	Resource Requirements
1	[e.g. formulaic or arithmetic errors are included in the model]	[e.g. Review of unique formulae on a cell-by-cell basis will be performed covering all unique formulae in the model. This test will: - check unique formulae in the model are operating correctly and in line with the model Specification - include a review of in-built error checks/error check network within the model.	[e.g. 2-3 days, Joe Bloggs]
2	[e.g. the modelling outputs are not a realistic reflection of the project]	[e.g. a Commercial Review of the outputs will be performed]	[e.g. 1-2 days, Sue Bloggs]
3			

[Insert additional rows as required considering the model specific risk and associated test procedures required to help mitigate these risks]

QA