

## Quality Assurance Audit Report

### Eco-Natural Skin Care Australia Trade Show Promotion Project

#### Project outcomes to date and effectiveness of quality management processes and procedures

*Review the project outcomes against performance requirements and determine the effectiveness of quality-management processes and procedures*

**Documents reviewed:**

*(List all documents reviewed)*

*The student must list all documents reviewed and must include:*

- *Project Management Plan Summary*
- *Project Schedule*
- *Project Finances Report*
- *Interim Project Status Report*
- *Trade Show Services Status Report*

**Key findings:**

*(40 to 50 words approx.)*

*Students' words will vary but their responses must identify their key findings as in the examples in the sample answer.*

*Key findings include:*

- *Project team members and client communication has been maintained*
- *Allocated budget is \$10,000. \$1,000 large screen computer has been requested was not budgeted in the original quote*
- *Project schedule has been achieved to date*
- *Printed materials have been developed and meet accessibility standards*

#### Quality Control

*Assess the quality control of the project according to agreed quality specifications.*

*(50 to 70 words approx.)*

**Key findings:**

*Students' words will vary but their responses must identify key findings pertaining to the documents reviewed as in the example in the sample answer.*

*Key findings include:*

- *Accessibility standards have been incorporated into all print materials to promote Eco-Natural Skin Care's beauty and skincare products*
- *Allocated budget of \$10,000 is not exceeded will not be achieved if an additional \$1,000 is used for the large screen computer*

#### Variance

*Identify causes of variance to quality metrics*

This document is Quality Assurance Audit Report Assessor  
It is part of the supporting assessment resources for Assessment Task 6 of BSBPMG532.



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*(10 to 20 words approx.)*

*Students' words will vary but their responses must identify causes of variance to quality metrics as in the example in the sample answer.*

*Approve an addition \$1,000 to the budget. Changing the budget to \$11,000*

## Recommendations

*Recommendations to address variations*

*(10 to 20 words approx.)*

*Students' words will vary but their responses must include recommendations to address variations as in the example in the sample answer.*

*Formal change request to be completed for additional \$1,000 to budget.*