APQP Internal Assessment Checklist

Customer: Audit Type: APQP Internal Assessment APQP Phase / Support Process: **Project Planning / Management** Checklist: Page 1 of 3	Audit Date: Auditor: Project / Platform: Department: Area :
Author: Quality-One	Date Created:

Requirements	1	2	3	4	5	Notes
1. Are there personnel defined with the responsibility of Project Planning and Management of Projects?						
2. Is adequate training or skill available to Project Planning and Management personnel? **Deliverables may include: skill assessments, training plans.** **Skills and Training may include: Project Management Techniques, Timing / Critical Path Planning, Team Building, Budgeting**						
3. Are System Level Project Plans utilized? Do plans consist of the following: o Team identification for major product systems o Definition of major milestone timing o Identification of System level risk assessment review criteria with review schedules o Identification of analytical studies and testing with timing o Training Plans o Deliverable Identification (Deliverable Matrix) o Responsibilities defined for each deliverable (Responsibility Matrix) o System Level Design Verification Plans o Include a feedback and Corrective Action						
4. Do project teams meet on a regular basis to review project timing, targets/objectives versus status, risk and opportunities, roadblocks, and open design and manufacturing issues? **Deliverables may include: meeting minutes, open issue reporting, etc.**						
5. Are Manufacturing Engineering personnel: o Involved in all phases of the design development? o Included in all management design reviews? o Included on all Risk Assessments sign-offs?						
6. Does the project team maintain an Open Issues record, which identifies: Item Description, Actions, Status, Priority, Required and Actual Completion Dates, and Responsibilities?						
7. Are risk and opportunity lists maintained?						

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8. Is the project Manager accountable for communication between the product and manufacturing team members?						
9. Does the project team participate in early stages to support cost assumptions associated with quality, warranty, and customer satisfaction?						
10. Does the project team utilize metrics to monitor it's performance?						
11. Are suppliers included in project team meetings?						
12. Is there a documented Product Development Process? Is the Process complete and methodical? Is it published and instituted at the beginning of each project and is it being followed? Does the process continue through launch, including Product Development Launch support?						
13. Does the Product Development Process include: o Regular design reviews? o Reliability reviews? o Risk Assessments to evaluate deliverables, outstanding issues with recovery plans? o Senior Management sign-off's at key milestones? o Manufacturing Feasibility? o Identification and addressing of significant and critical characteristics? o Prototype development and testing time-lines with prove out evaluation time? o Manufacturing Engineering (ME) responsibilities and key deliverables? o Product Development approval of manufacturing process plans and control plans? o Consideration and sign-off of serviceability?						
14. Does Management provide visible leadership of the Quality Planning effort?						
15. Are Design and Process FMEA development and application a documented part of the Product Development process which include: o Sign-off approval from Product Development o Development and use of Generic FMEA's for each commodity or system o A library of FMEA's which is maintained and which can be easily retrieved						

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16. Are test plans developed for each design level and formalized in a Design Verification Plan? Are they reviewed and updated to meet all customer expectations as part of the Product Development Process? Do Test Plans originate from DFMEA's						
17. Are Control Plans utilized for Prototype, Pre-Launch (Pilot), and Production?						
18. Do all high-risk failure modes identified on the FMEA's have prevention methods designed into the respective processes?						
19.						
20.						
21.						
22.						
23.						

Auditor Additional Notes: