CECORPS QUALITY ASSURANCE MANAGER DESCRIPTION

All Community Engineering Corps (CECorps) projects follow a rigorous process to provide a professional standard of care and appropriate response to community needs. While all project team deliverables are submitted to CECorps for a comprehensive review, the project team is ultimately responsible for the quality of the work. Project teams are expected to have a quality assurance and quality control (QA/QC) plan in place for their project, which is detailed in the Work Plan.

Description and Responsibilities

Central to the QA/QC plan is having a Quality Assurance Manager (QA Manager) that reviews the project team's work on a regular basis. The QA Manager is an experienced professional and a required part of the project team. They are responsible for providing guidance and oversight for the project team's activities and deliverables. In particular, the QA Manager:

- Participates in project team meetings and coordinates regularly with the Project Lead and the Responsible Engineer in Charge (REIC).
- Reviews the draft version of the Work Plan and Final Deliverables (reports, designs, etc.) prior to submittal to CECorps for approval.
- Ensures accountability of the project team for deadlines, potential obstacles, or other issues before they become significant problems.
- Identifies concerns regarding the project team performing duties beyond their reach or beyond CECorps' scope (e.g. extensive fundraising or construction)
- Adheres to the Best Practices and Guidelines described below

Qualifications

QA Manager volunteers are individuals who have professional experience relevant to the project scope.

Required experience and qualifications include:

- Four years' experience in engineering and infrastructure analysis, management, operation, or design. Experience may be through academic, construction, consulting, utilities, or other backgrounds.
- Average monthly time commitment is approximately 15 hours. Volunteer effort varies depending on the scope and scale of the project.

How to Apply

Individuals chosen for the QA Manager are agreed upon by the project team applying for a project. The Project Lead will complete the Team Application and add the QA Manager. The QA Manager must be a registered volunteer in Volunteer Village.

Best Practices and Guidelines

When reviewing draft deliverables (Work Plan & Final Deliverables) and working with the project team, the QA Manager should consider the following guidance in addition to the resources found in the CECorps Project Manual:

Is the document complete?

- Ensure that the deliverable meets a professional standard of care
- Review deliverables for completeness and all attachments are included

Was the community actively engaged?

- Confirm that the client played an active role in identifying needs and meaningful engagement occurred between them and the project team
- Ensure proposed solution is appropriate for the client

Is the document technically appropriate?

- For Work Plans: Ensure that the project schedule, scope of work, and deliverables are reasonable
- For Final Deliverables (engineering reports/design, etc.):
    - Confirm the accuracy of any and all design calculations
    - Confirm all pertinent regulations have been considered
    - Confirm the appropriate resources (with the necessary experience and credentials) have been consulted
    - Confirm alternatives were considered
    - Ensure the project team is proposing solutions that are proven and sustainable
    - Confirm the deliverable considers, accounts for, and holds paramount the health, safety, and welfare of the public in all aspects