

Project title: _____ Lean QMS (EMS, SMS or others)

Revision: _____

Legend: ■ Planned ■ Actual ■ Completed C - Client L - Consultant

No.	Task	Resp.	Time (h)		E% ^C	Jan-20					Feb-20					Mar-20					Apr-20					May-20				
			Plan	Act.		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
			1	Deliver the proposal			0	0	o																					
2	Acceptance of the proposa		0	0	o																									
3	Onsite gap assesement		0	0	o																									
4	Deliver Gap Assessment Report		0	0	o																									
5	Decision meeting with the management		0	0	o																									
6	Prepare Project Plan		0	0	o																									
7	Writing Clear Procedures training		0	0	o																									
8	Lean Procedures Explained online		0	0	o																									
9	Phase 1																													
10	Documentation Management																													
11	Document Templates																													
12	Update DCR Record																													
13	Add validation requirement																													
14	Create Lean Checklist																													
15	Validate, release																													
19																														
20																														
21																														
22																														
23																														
24																														
25																														
26																														
27																														
28																														
29																														
30																														
31																														
32																														
34																														
35																														
36																														
37	Phase 3																													
38																														

Labor hourly rate (\$/hour)

Hours	0	0
Cost (labor)	0	0

This document is maintained on the Company's network.
The user to verify that this hard copy is of the latest revision.