

Project title: ISO 9001 QMS Implementation Plan

Revision: yymmdd

Legend:  Planned  Actual  Completed C Client L Consultant

No.	Task	Resp.	Time (h)		E% C	Jan-22					Feb-22					Mar-22					Apr-22					May-22				
			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	<b>Project kickoff</b>																										
2	Assign Project Lead					<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																							
3	Gap analysis					<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																							
4	Gap Report					<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																							
5	Develop Project Plan					<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																							
6	Define QMS media							<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																					
7	If SW, install application							<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																					
8	Obtain standards							<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	<input checked="" type="checkbox"/>																					
9	<b>System training</b>																													
10	Develop Training Matrix																													
11	Develop Training Record																													
12	Executive Overview training 9001																													
13	How to Write Clear Procedures																													
14	Lean ISO Procedures Explained																													
15	>>> Document training																													
16	<b>Documentation Management</b>																													
17	QMS Structure (ToC)																													
18	Procedure Template																													
19	Documentation Management Procedure																													
20	Form Template Portrait																													
21	Form Template Landscape																													
22	Documentation Change Record																													
23	Documentation Change Record Log																													
24	Records Matrix																													
25	>>> Release documents																													
26	>>> Generate and compile records																													
27	<b>Context</b>																													
28	Context Matrix																													
29	Scope of the QMS																													
30	Company Profile (optional)																													
31	Applicable Standards and Regulations																													
32	Process Interaction Matrix																													
33	<b>Leadership</b>																													
34	Quality Policy																													
35	Customer Satisfaction Survey																													
36	Organizational Chart																													
37	<b>Planning</b>																													
38	Risks and opportunities (Context)																													
39	Quality Objectives (Context)																													

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			40	<b>Support</b>																										
41	HR Process																													
42	Job descriptions																													
43	Infrastructure																													
44	PM List																													
45	PM procedures for main equipment																													
46	>>> Conduct and document PMs																													
47	Measuring Devices Log																													
48	Calibration Certificates, records																													
49	Training Matrix*exec. training)																													
50	>>> Conduct and document training																													
51	<b>Operation</b>																													
52	Contract Review Form																													
53	Design Procedure																													
54	Project Management Plan Template																													
55	Design Input - Output																													
56	Risk Analysis Procedure																													
57	FMEA Table																													
58	Validation Procedure																													
59	Purchasing Procedure																													
60	Purchase Order Form																													
61	Supplier Qualification Record																													
62	>>> Generate records for top 20																													
63	Product Identification Procedure																													
64	Material Handling Procedure																													
65	Production Procedures																													
66	Work Order																													
67	>>> TBD																													
68	Servicing Procedure																													
69	Service Record																													
70	Non-company Owned Property																													
71	Shipping Procedure																													
72	NC-CAR Procedure																													
73	NC-CAR Record																													
74	>>> Generate NC-CAR records																													

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75	<b>Performance evaluation</b>																													
76	Audit Schedule																													
77	Audit Report Template																													
78	Audit Plan																													
79	>>> Conduct audits																													
80	Management Review Record Template																													
81	Business Review Matrix																													
82	>>> Conduct management reviews																													
83	<b>Improvement</b>																													
84	8-D Form Template																													
85	<b>Certification</b>																													
86	Select and approve registrar																													
87	Schedule certification audit																													
88	Certification audit Stage 1																													
89	Stage 1 audit CAR response																													
90	Pre-stage 2 internal audit																													
91	Stage 2 audit CAR response																													
92																														
93	>>> Project plan update																													

Consulting hourly rate (\$/hour)

Cost (labor) 0

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Consulting hourly rate (\$/hour)

Cost (labor) 0 0