[Organization logo]

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**PROJECT PLAN**
**for Implementation of the Quality Management System**

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| Code: |  |
| Version: | 0.1 |
| Created by: |  |
| Approved by: |  |
| Date of version: |  |
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**Change history**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| 01/10/2013 | 0.1 | 9001Academy | Basic document outline |
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# Purpose, scope and users

The purpose of the Project Plan is to clearly define the objectives of the Quality Management System (QMS) implementation project, documents to be written, deadlines, and roles and responsibilities in the project.

The Project Plan is applied to all activities performed in the QMS implementation project.

Users of this document are members of [top management] and members of the project team.

# Reference documents

* ISO 9001:2015 standard
* [decision or any similar document prescribing project launching]
* [methodology for project management]

# QMS implementation project

## Project objective

To implement the Quality Management System in accordance with the ISO 9001:2015 standard by [date] at the latest.

## Project results

During the QMS implementation project, the following documents (some of which contain appendices that are not expressly stated here) will be written:

* **Procedure for Document and Record Control** – procedure prescribing basic rules for writing, approving, distributing, and updating documents and records
* **Quality Policy** – basic document that provides a framework for establishing and reviewing Quality Objectives
* **Quality Objectives** – document in which the objectives of the organization are stated, and a plan for their realization
* **Quality Manual** – basic document that demonstrates how the organization meets the requirements of the QMS and references to procedures
* **Procedure for Determining Context of the Organization and Interested Parties** – procedure describing the process of determining context of the organization, identification of interested parties and their needs and expectations
* **Procedure for Competence, Training and Awareness** – procedure prescribing the process of identification and fulfillment of needed employees competence and awareness
* **Procedure for Addressing Risks and Opportunities** – procedure defining how to identify and address risks and opportunities related to the Quality Management System.
* **Sales Procedure –** procedure that defines the sales process and responsibilities within this process
* **Procedure for Design and Development** – procedure prescribing the whole process of design and development from provision of resources to release of product or service to production or market
* **Procedure for Purchasing and Evaluation of Suppliers**–defines how to evaluate and select suppliers and execute the purchasing process
* **Procedure for Production and Service Provision** – describes how the production and service provision process is managed
* **Warehousing Procedure** – defines all necessary activities regarding the warehousing process
* **Procedure for the Management of Non-Conformities and Corrective Actions** – prescribes how to report and handle non-conformities and initiate and complete corrective actions
* **Procedure for Equipment Maintenance and Measuring Equipment** – describes the process of maintaining equipment and measuring equipment
* **Procedure for Measuring Customer Satisfaction** – prescribes methods of gathering and processing data about customer satisfaction
* **Procedure for Internal Audit**– defines how auditors are selected, how audit programs are written, how audits are conducted and how audit results are reported
* **Procedure for Management Review** –prescribes how to review the QMS in order to ensure its continuing adequacy, suitability and effectiveness.

The documents need to align with the ISO 9001 standard requirements and should incorporate the practices of the organization. Where the practices of the organization do not meet the ISO 9001 standard requirements, the practices will need to be modified.

## Deadlines

Deadlines for acceptance of individual documents in the course of QMS implementation are as follows:

|  |  |
| --- | --- |
| ***Document*** | ***Deadlines for document acceptance*** |
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Final presentation of project results is planned for [date].

## Project organization

### Project sponsor

Each project has an assigned "sponsor" who does not actively participate in the project. The project sponsor must be regularly briefed by the project manager about the project status, and intervene if the project is halted.

[name, job title] has been appointed project sponsor.

### Project manager

The role of the project manager is to ensure resources necessary for project implementation, to coordinate the project, to inform the sponsor about the progress, and to carry out administrative work related to the project. The project manager's authority should be such as to ensure uninterrupted project implementation within set deadlines.

[name, job title] has been appointed project manager.

### Project team

The role of the project team is to assist in various aspects of project implementation, to perform tasks as specified in the project, and to make decisions about various issues that require a multidisciplinary approach. The project team meets each time before the final version of a document from section 2 of this Project Plan is completed, and in all other cases when the project manager deems it necessary.

*Table of participants in the project*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name* | *Organizational unit* | *Job title* | *Phone* | *E-mail* |
|  |  |  |  |  |
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## Main project risks

The main risks in the implementation of the project are the following:

1. Extension of deadlines in phase of establishing process approach
2. Extension of deadlines during forming process procedures
3. Extension of deadlines due to bad selection of exclusions from the ISO 9001:2015 standard

Measures to reduce the above-mentioned risks are the following:

* The project manager monitors that all activities in the project are performed within defined deadlines, and seeks intervention by the project sponsor in a timely manner.
* Hiring a consultant to ensure that time or resources are not spent on activities that are not important for the project, and that individual activities are not headed in the wrong direction.

## Tools for project implementation, reporting

A shared folder including all documents produced during the project will be created on the local network. All members of the project team will have access to these documents. Only the project manager [and members of the project team] will be authorized to make changes and delete files.

The project manager will prepare a project implementation report on a monthly basis and forward it to the project sponsor.

# Managing records kept on the basis of this document

|  |  |  |  |
| --- | --- | --- | --- |
| **Record name** | **Code** | **Storage** | **Responsibility** |
| **Retention time** | **Location**  | **Protection** |
| Project implementation report (in electronic form) | 00 | 3 years  | Shared folder for project-related activities | Only the project manager is authorized to edit data | Project manager |

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]