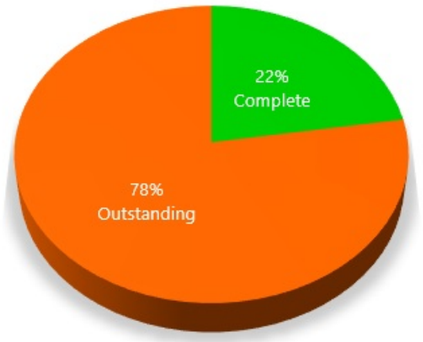
ISO 9001:2015 Implementation Programme

This programme schedules the primary steps along a broad, 52-week timeline for the development and implementation of a quality management system, in order to achieve certification to ISO 9001:2015. There are 18 primary activities, to be undertaken over a 52 week duration.

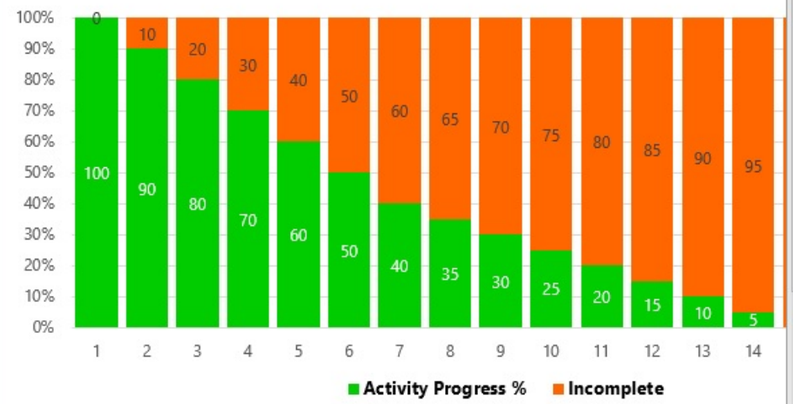
Instructions:

1. Enter start date in I12 - Note: Date must be a Monday!
2. Set the 1st planned start date in Cell D14
3. Set the planned finish date in the adjacent Cell E14
4. Duration days (Column F) and the duration bars are shaded based on the dates entered
5. Do not enter data in Column F, H or I14 onwards
6. Form a QMS Implementation Team and begin the first activity. Enter the estimated level of progress in Column G
7. Once the activity has finished, review and complete the 'implementation checklist'. Update Column G to 100%
8. Record the estimated % progress of each activity in Column G
9. The implementation checklists in Column C are hyperlinked to files located in the 'Implementation Programme & Checklists' folder. If you move the checklists or plan, ensure you re-establish the hyperlinks

Implementation Completion Summary



Activity Completion Status



Step	Activity	Implementation Checklist	Start Date	Finish Date	Duration (Days)	Activity Progress %	Incomplete
1	Top management must ensure the resources and finances to support the QMS are available	Step 01 - Assign Resources and Budget.docx	12-Oct-20	24-Oct-20	10	100	
2	Purchase and read copies of ISO 9000:2015 and ISO 9001:2015	Step 02 - Adopt the Standards.docx	19-Oct-20	30-Oct-20	10	90	
3	Provide an overview of the ISO 9001:2015 requirements to key personnel	Step 03 - Create QMS Awareness.docx	26-Oct-20	20-Nov-20	20	80	
4	Conduct a gap analysis of your current management system	Step 04 - Gap Analysis and Action Plan.docx	16-Nov-20	07-Feb-21	60	70	
5	Undertake the 1st management review and select a Certification Body	Step 05 - Management Review 1.docx	01-Feb-21	12-Feb-21	10	60	
6	Commence work on rectifying the identified gaps	Step 06 - Begin Closing the Gaps.docx	08-Feb-21	19-Mar-21	30	50	
7	Establish the strategic direction of your company	Step 07 - Strategic Direction & Scope.docx	15-Mar-21	26-Mar-21	10	40	
8	Establish and communicate the quality policy, objectives and performance indicators	Step 08 - Policy, Objectives & Indicators.docx	22-Mar-21	02-Apr-21	10	35	

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