Implementing ISO 9001

Our project plan

Welcome to our first Team meeting

We will be discussing how the roles of the ISO Steering Team and the Task Teams

What is a Steering Team?

A team led by top management that will coordinate and lead the implementation project

The ISO Steering team will:

Identify what procedures need to be developed and identify people to work on the procedure; they make up a "Task Team" for that procedure.

Each team will have a team leader that is a member of the ISO 9000 Steering team.

Assign start dates and completion dates for each team, and put together a Gantt Chart for the project. Not all teams will be active at one time.

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Project Gantt Chart

(Change headings to the Months you expect your project to run- identify when each team will start and stop, shade the time that each team will run)

Task Group	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Document Control									
Control of Quality Records									
Management Responsibility									
Competence, Awareness and Training									
Infrastructure									
Planning of Product Realization Processes									
Customer Related Processes									
Design and Development									
Purchasing									
Control of Production and Service Provision									
Identification and Traceability									
Customer Property									

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The team will meet on a scheduled basis to evaluate progress, answer questions from the teams and evaluate resource needs for the implementation

The team will review and approve procedures as they are finalized

The team will evaluate and choose a registrar

The Task Team is led by a member of the Steering Team

❋ This ensures that questions and issues that arise in the Task Team are addressed by the Steering Team

❋ It also helps to coordinate the actions of the different Task Teams

A Task Team is set-up for each Quality System Procedure that needs to be developed.

1. The project manager prepared a project plan.

2. Management identified an ISO Steering Team.

3. Project manager and others conducted a Gap Analysis.

4. The ISO Steering Team identified Task Team members.

Next Steps…

1. Train Employees on the basics of ISO 9001:2008

2. Task Teams hold team meetings to:

    ❋ Review procedure templates and current process
    ❋ Review Gap Analysis results
    ❋ Edit procedure template for your organization
    ❋ Submit the edited procedure to the ISO Steering Team for approval
    ❋ Take any necessary action to implement the new procedure

Next Steps…

3. The ISO Steering Team will review the procedures; they will approve or suggest changes

4. Internal auditors are trained for the internal audit program

5. The new Quality System procedures are used for several months while records are collected and improvements made

6. The Registrar conducts an audit of the system