

DETAILED ACTION PLAN
DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO-9001:2008
National Dairy Authority

#	Tasks/Activities	2014				2015																															
		Dec				Jan				Feb				Mar				Apr				May				Jun				Jul				Aug			
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24	W25	W26	W27	W28	W29	W30	W31	W32	W33	W34		
		1st Month				2nd Month				3rd Month				4th Month				5th Month				6th Month				7th Month				8th Month				9th Month			
0	Preparatory Phase																																				
	Proposal Preparation & Contract Perfection	■	■	■																																	
	Finalization of Project Implementation Plan						■	■																													
1	Detailed Workplan																																				
1.1	Finalization of project timeline										■	■																									
1.2	Submission of Deliverable 1 (Work Plan)												■																								
2	Orientation and Appreciation on ISO 9001:2008																																				
2.1	Top Management Orientation																■																				
2.2	General Employees Orientation																																				
3	Training on QMS and Quality Procedures																																				
3.1	Coordination & preparatory activities																																				
3.2	Conduct of the activity																																				
3.3	Submission of post-training documents																																				
4	Training on Internal Quality Audit																																				
4.1	Coordination & preparatory activities																																				
4.2	Conduct of the activity																																				
4.3	Submission of post-training documents																																				
5	Technical Assistance on Development of QMS Plan and Documentation																																				
6	Technical Assistance on QMS Implementation																																				
7	Technical Guidance on IQA, Management Review, preparation for 3rd party certification																																				
7.1	Management Review																																				
7.2	Preparatory for 3rd Party Audit																																				
8	Project Closure																																				
8.1	Submission of Project Completion Report																																				
8.2	De-briefing with Project Team and NDA																																				

Per Approved MOA between NDA & DAP dated 6Jan2015.



TIMELINE & RESOURCE REQUIREMENT
DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO-9001:2008
National Dairy Authority

Development of a Quality Management System (QMS) Certifiable to ISO 9001:2008 for the National Development Authority (NDA)
 DETAILED TIMELINE AND RESOURCE REQUIREMENTS (ao Feb 2015)

Activity	Timeline	Resources/Requirements*	Expected Output
1. Submission of Detailed Workplan	16-20 February 2015	<ul style="list-style-type: none"> • Signed MOA 	<ul style="list-style-type: none"> • Detail Workplan (DAP) • Counterpart Project Team (NDA)
2. Orientation and Appreciation on ISO 9001:2008	9 March 2015	<ul style="list-style-type: none"> • Attendance of top and middle management and general employees • Orientation venue • Snacks • Reproduction of Orientation Materials • Equipment (laptop/desktop, projector, sound system) • Transportation for DAP Project Team (if outside NDA office) 	<ul style="list-style-type: none"> • Orientation materials • Oriented NDA top and middle management and general employees (DAP)
3. Training on QMS and Quality Procedures	24-27 March 2015	<ul style="list-style-type: none"> • 10-15 QMS Core Team Members and additional pax totaling to 25 pax • Training venue • Meals & Snacks • Reproduction of training materials • Equipment (laptop/desktop, projector, sound system) • Transportation for DAP Project Team (if outside NDA office) • Accommodation for project team and participants (as necessary) 	<ul style="list-style-type: none"> • Training modules/materials (DAP) • Training kits for 25 pax (NDA) • Trained 25 NDA staffs on QMS and Quality Procedures (DAP) • Training Certificates (DAP) • Draft ISO-QMS structure and format (NDA)
4. Training on Internal Quality Audit	21-24 April 2015	<ul style="list-style-type: none"> • 20-25 participants (preferably from the core team) • Training venue • Meals & Snacks • Reproduction of training materials • Equipment (laptop/desktop, projector, sound system) • Transportation for DAP Project Team (if outside NDA office) • Accommodation for project team and participants (as necessary) 	<ul style="list-style-type: none"> • Training modules/materials (DAP) • Training kits for 25 pax (NDA) • Trained 25 NDA staffs on Internal Quality Audit (DAP) • Training Certificates (DAP) • Draft Internal Quality Audit Program and Audit Plan (NDA)
5. Technical Assistance on Development of QMS Plan and Documentation	6 April – 29 May 2015 Ten to Fifteen (10-15) days, spread over a period of 2-3 months	<ul style="list-style-type: none"> • ISO Standards (ISO 9000:2005, ISO 9001:2008, ISO 9004:2000, ISO 19011:2002 & GQMSS) • QMS Core Team Members • Meeting venue (as necessary) • Transportation for DAP Project Team (if outside NDA 	<ul style="list-style-type: none"> • Documented Quality Manual (NDA) • Quality Policy, Objectives, Quality Plans and QMS Structure (NDA) • Documented Quality Procedures, Work Instructions and forms (NDA)

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		office) • Accommodation for project team and participants (as necessary)	– Control of Document – Control of Records – Control of Non-Conforming Products/Services – Corrective Action Procedure – Preventive Action Procedure – Internal Quality Audit Procedure – Relevant Support Processes (i.e. Human Resource Department; Procurement; Finance and Administration Services) – Performance Monitoring, Evaluation and Improvement • Recommendations on how to further improve QMS Manual (DAP)
6. Technical Assistance on QMS Implementation	18 May – 26 June 2015 3-5 days, spread over a period of 1-2 months	• QMS Core Team Members • Meeting venue (as necessary) • Transportation for DAP Project Team (if outside NDA office)	• Technical Specialist (DAP) • QMS implementation report (NDA) • Recommendations for the effective implementation of QMS (DAP)
7. Technical Guidance on IQA, Management Review, preparation for 3rd party certification	3-5 days, spread over 1-2 months technical guidance	• QMS Core Team Members • Meeting venue (as necessary) • Transportation for DAP Project Team (if outside NDA office)	• Internal Quality Audit Report (NDA) • Corrective/Preventive Action Report (NDA) • Management Review Report (NDA) • TOR for 3 rd Party Certification Body (NDA) • Recommendations on the conduct of Management Review (DAP)
8. Project Closure	3-28 August 2015		• Project completion report (DAP)