

Task Name	Lead	Duration
<b>ISO 9000 Initial Certification Project</b>		
<b>1.0 Initial Preparation</b>		
1.1 Form ISO Steering Team / Management Representative	CEO	
1.2 Initial Steering Team Orientation Meeting	CEO	
1.3 Gap Analysis	Mgmt Rep	
1.4 Project Planning	Steering Tm	
1.5 Initial Training	Steering Tm	
<b>Project Start</b>		
<b>2.0 Management System Documentation</b>		
2.1 Write System Documentation	Mgmt Rep	
2.2 Management Planning	Steering Tm	
2.3 Establish Document and Records Control Systems	Mgmt Rep	
<b>3.0 Employee Orientation</b>		
3.1 Schedule training - All Employees	Mgmt Rep	
3.2 Conduct Employee ISO Training Sessions	ISO Trainer	
<b>4.0 Establish Internal Audit</b>		
4.1 Schedule Internal Auditor Training	Mgmt Rep	
4.2 Conduct Internal Auditor Training	Audit Trainer	
4.3 Develop audit schedule and checklists	Mgmt Rep	
4.4 Conduct initial internal audits	Int Auditors	
<b>5.0 Establish Management Review</b>		
5.1 Develop schedule and agenda	Mgmt Rep	
5.2 Conduct initial Management Review	Steering Tm	
<b>ISO Implementation Complete</b>		
<b>6.0 Maintain Management System</b>		
6.1 Maintain system for minimum of 3 months	All	
6.2 Continue Internal Audits as needed	Mgmt Rep	
<b>ISO 9000 Management System Complete</b>		
<b>7.0 Registration</b>		
7.1 Select ISO Registrar	Mgmt Rep	
7.2 Preassessment Audit	Ext Auditor	
7.3 Close Preassessment Audit Findings	All	
7.4 Schedule Registration Audit	Mgmt Rep	
7.5 Conduct Registration Audit	Registrar	
<b>Conditional ISO Certification Issued</b>		
7.6 Close Registration Audit Findings	All	
<b>3 year ISO Certification Issued</b>		