

## WORKSHEET

### Lesson 3.2 Project Plan for QMS

#### Define your project scope

1. What is your core product or service?
2. What needs to be included in the scope?
3. What aspects can be justifiably excluded for now given your resources and timeline?

#### Stakeholder relationships

1. Who are your stakeholders?
2. What level of engagement do they need?

## Project timeline

1. What would you like to achieve in the next 12 months?
2. Break it down into key phases – e.g. documentation development, staff training, internal audits, management review, certification

## Roles and responsibilities

1. How are roles defined in your QMS implementation?
2. How can you ensure everyone knows their responsibilities?

## Communication plan

How do you plan on structuring your communication? E.g. weekly quality meeting with staff, monthly management updates.

## Risk assessment and management

What challenges could you face during QMS implementation? How would you mitigate them?

## Resource planning

1. What resources do you need to implement your QMS? E.g. New software, training, hire a quality coordinator.
2. How can you ensure they are effectively planned and allocated?