[Organization logo]

[Organization name]

**PROJECT PROPOSAL FOR ISO 9001:2015 IMPLEMENTATION**

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# Reasoning

Primary reasons for ISO 9001 implementation are to:

* Improve image and credibility by attaining certification to ISO 9001
* Improve customer satisfaction by meeting customer requirements
* Integrate processes for better alignment
* Improve decisions by basing them on data from the quality management system

Secondary reasons to implement ISO 9001 are to:

* Create a culture of continual improvement of the processes
* Improve employee engagement toward process improvement

# Purpose

The purpose of the project is to:

* Gain ISO 9001 certification
* Increase quality of product or services using the process approach
* Increase customer satisfaction by meeting customer requirements
* Increase competitiveness of [organization name]
* Better management of processes, activities and functions
* Reduce costs through continual improvements attained through the ISO 9001 quality management system

# Project duration and structure

The implementation project is divided into different phases:

1. Initiation, planning and assessment – project is set and assessment of existing processes is carried out. Gap analysis is performed.
2. Implementation – implementation of QMS, i.e. requirements defined in ISO 9001
3. Consolidation – audit and review of the results and comparison to the requirements. Review and corrective action of any problems and set up of ongoing improvement activities

Project is led by [job title]. Main milestones of the implementation project are:

|  |  |
| --- | --- |
| **Milestone** | **Due date** |
| Initiation |  |
| Planning |  |
| Assessment |  |
| Implementation |  |
| Internal Audit |  |
| Management Review |  |
| Corrective Actions |  |
| Certification |  |
| Continual Improvement Setup |  |

Detailed content of the milestones and respective responsibilities are described in the Project Plan document.

# Resources

Resources required to implement the project include human, financial and technical resources.

Financial resources include:

* Amount: [define amount of money needed to finish the project]
	+ Cost types: [split costs according to the cost type and include all resources listed here, e.g. human resources – internal and external, technical and other]

Human resources include:

* Internal resources – [list internal resources, e.g. group name, project name, etc.]
* External resources – [list all external resources, e.g. consulting company, etc.]

Technical resources include:

* Equipment – [list equipment needed]

Other resources include:

* Documentation – [list all documentation that is required, e.g. ISO 9001 Toolkit, ISO 9001:2015 standard]
* ISO 9001:2015 courses

# Deliverables

This section lists deliverables of the project and benefits achieved with their implementation.

## QMS general requirements & related documents

The following processes need to be defined, documented and possibly changed from current:

* Management responsibility
* Defined context of the organization
* Quality Policy, Quality Objectives (ISO 9001 Mandatory documents)
* Addressed risks and opportunities
* Documentation and record management (ISO 9001 Mandatory documents)
* Resource management
* Establish and improve the QMS

## Definition of deliverable documents for product realization processes

The following processes need to be defined, documented and possibly changed from current:

* Planning for product realization
* Determination and review of product requirements
* Design and development processes
* Purchasing processes
* Production processes
* Control of monitoring and measurement equipment processes

## Deliverable documents for measurement, analysis and improvement processes

The following processes need to be defined, documented and possibly changed from current:

* Internal audit (ISO 9001 Mandatory document)
* Monitoring and measurement of product and processes
* Control of non-conforming product (ISO 9001 Mandatory document)
* Corrective actions (ISO 9001 Mandatory documents)