

**IMPLEMENTATION TIMELINE**

	Month			Month			Month			Month		
	1	2	3	4	5	6	7	8	9	10	11	12
<b>Phase One: Planning</b>												
Gap Analysis	■											
Management Training		■										
Appt. Mgmt. Repr.			■									
Est. Steering Group				■								
Scope the Business					■							
Appt. Policy & Process Ownrs.						■						
Develop Quality Policy							■					
Set Timeline								■				
<b>Phase Two: Quality System Development</b>												
Documentation Training			■									
Catalog Processes/ Procedures			■	■	■	■	■	■	■	■	■	■
Procedure Development			■	■	■	■	■	■	■	■	■	■
Establish Corrective Action System						■	■	■	■	■	■	■
Employee Education				■	■	■	■	■	■	■	■	■
Management Reviews		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
<b>Phase Three: System Assessment &amp; Registration</b>												
Internal Audit Training								■	■	■	■	■
Select Registrar								■	■	■	■	■
Internal Auditing								■	■	■	■	■
Refine Procedures								■	■	■	■	■
Preliminary Assessment								■	■	■	■	■
System Adjustment								■	■	■	■	■
Main Audit & Recommendations								■	■	■	■	■
Registration Confirmed								■	■	■	■	■