

MS Word Implementation Plan Template

	REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT Y/N? Estimated % Complete	ITEMS NEEDED
	Management Commitment			
<p>This section asks you to identify how your top management demonstrates its leadership, commitment and involvement. Is management communicating the importance of meeting customer requirements? Verify how this is being done, interview personnel to see if this is actually being done. Is the quality policy signed off by top management, do they know it? Review management review meeting minutes. Ask how resources are determined. Remember resources are not limited to people.</p>				
	Who is 'Top Management'?			
	a) Have employees heard about the importance of meeting customer requirements? What role did Top Management play in communicating this to employees?			
	b) What role did Top Management play in establishing the Quality Policy? What evidence is there of their role?			
	c) How were the Quality Objective established? (Have they been established?) What evidence is there of Top Management involvement?			