Management System Implementation Roadmap

AD2 CONSULTING INC
"INNOVATIVE SOLUTIONS, PROVEN RESULTS"

Phase	Timeline	Milestone	Key Activities	Deliverables
1. Planning & Assessment	Week 1 - 2	Project Kickoff	• Define objectives, scope, and stakeholders • Identify applicable standards (ISO 9001, ISO 45001, etc.) • Conduct gap analysis of current practices	- Project Charter - Gap Analysis Report - Stakeholder Matrix
2. System Design	Week 3 – 4	Framework Alignment	• Develop process map and system architecture • Create policy, manual, procedures, and templates • Define KPIs and internal controls	- Management System Blueprint - Draft Quality/Compliance Manual - Process Flow Diagrams
3. Technology Integration	Week 5 – 7	Digital Enhancement	• Identify and implement digital tools • Configure document control system • Automate workflows and data capture	- Configured Software Tools - Integrated Workflow Dashboard - Digital Document Repository
4. Training & Rollout	Week 8 -10	Team Enablement	• Train internal teams on system use and compliance • Simulate processes and run test scenarios • Launch internal awareness campaign	- Training Materials - Attendance Records - System Readiness Report
5. Pilot Testing & Monitoring	Week 11- 12	Real-Time Testing	• Execute pilot in selected departments • Monitor KPIs and compliance adherence • Conduct internal audits and collect feedback	- Audit Checklist - Pilot Performance Report - Corrective Action Log
6. Review & Optimization	Week 13	Performance Evaluation	• Evaluate pilot outcomes • Refine system elements based on findings • Ensure risk controls and feedback loops are effective	- Evaluation Report - Updated Process Documents - Risk Mitigation Plan
7. Full Deployment & Certification Readiness	Week 14-16	Go-Live	• System-wide launch • Conduct mock external audit • Prepare for certification (if applicable)	- Full Rollout Plan - Internal Audit Summary - Certification Application (optional)
8. Ongoing Maintenance & Improvement	Ongoing	Continuous	• Schedule periodic audits and reviews • Update policies as regulations change • Gather analytics for performance improvement	- Annual Audit Calendar - Continual Improvement Register - Monthly Performance Reports