

REVISION NO. 0

DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 FOR LANDBANK SUBSIDIARIES and FOUNDATION :



LBP INSURANCE BROKERAGE INC. (LIBI)
 LBP RESOURCES AND DEVELOPMENT CORP. (LBRDC)
 MASAGANANG SAKAHAN, INC. (MSI)
 LANDBANK COUNTRYSIDE DEVELOPMENT FOUNDATION, INC. (LCDFI)



DETAILED PROJECT WORKPLAN

ACTIVITY	OUTPUT/S	DURATION AND (Proposed) SCHEDULES		PARTICIPANTS	
				LBP SUBSIDIARIES	DAP
1. Top Management & General Employee Orientation	Top management and counterpart team are made aware of their responsibilities in the successful implementation of QMS and project requirements	One (1) Day	First (1 st) Quarter of 2017	Top management, key officers, and QMS Core Team members	DAP Project Team; (1 Project Manager, 1 Resource Person)
2. Training Course on ISO 9001:2015 QMS Requirements and Documentation	QMS Core Team members are trained on the requirements of the ISO 9001:2015 standard Draft QMS Documented Information	Three (3) days	First (1 st) Quarter of 2017	20 participants including QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person; Project Staff)
3. Workshop on Quality Policy and QMS Planning	Draft Quality Policy, Draft QMS Workplan, Draft Risk Identification Document, Draft Quality Objectives for Approval	Three (3) days	Second (2 nd) Quarter of 2017	QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person)

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4. Workshop on QMS Manual and Process Mapping	Draft Process Map for approval; Draft QMS Manual, Established Structure and Controls for QMS Information	Four (4) days	Second (2 nd) Quarter of 2017	QMS Core Team/Key Officers	DAP Project Team; (1 Project Manager, 1 Resource Person)
5. Technical Guidance on Review and Enhancement of Operational Controls and Procedure	Enhanced Operational Procedures Opportunities for Improvement in LBP Subsidiaries operations	Three (3) days	Second (2 nd) Quarter of 2017	QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person)
6. Basic Course on Productivity and Quality Improvement Approaches	QMS Core Team members are trained on the use of productivity tools	Three (3) days	Second (2 nd) Quarter of 2017	20 participants including QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person)
7. Technical Guidance on QMS Implementation	Technical guidance on implementation provided draft QMS Implementation Plan	Five (5) days	Third (3 rd) Quarter of 2017	QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person)
8. Training Course on Auditing Quality Management System	IQA Team Leaders and members able to perform IQA	Four (4) days	Third (3 rd) Quarter of 2017	20 participants including QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person; Project Staff)
9. Workshop on Auditing Quality Management System	Annual Audit Programme and Plan, Draft Audit Checklist, Corrective Action Report Form, Technical advice/inputs to enhance the conduct of IQA	Two (2) days	Third (3 rd) Quarter of 2017	QMS Core Team members, Key Officers and Staff	DAP Project Team; (1 Project Manager, 1 Resource Person)

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				LBP SUBSIDIARIES	DAP
10. Technical Guidance on Management Review	Management Review Template, Feedback/ Recommendations to enhance the conduct of management review and the effectiveness of the QMS	Two (2) Days	Fourth (4 th) Quarter of 2017	Top management, Unit Heads/Process Owners and QMS Core team	DAP Project Team; (1 Project Manager, 1 Resource Person)
11. Readiness Assessment	Determine Gaps/ Correct or Bridge Gaps/ Passed Assessment	One (1) Day	Fourth (4 th) Quarter of 2017	Top management, Unit Heads/Process Owners and QMS Core team	DAP Accredited Certifying Body
12. Certification	Secured ISO Certification	One (1) Day	Fourth (4 th) Quarter of 2017	Top management, Unit Heads/Process Owners and QMS Core team	DAP Accredited Certifying Body