

REVISION NO. 0

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



LBP INSURANCE BROKERAGE INC. (LBI)
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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|---|--|-----------------------------------|---|---|---|
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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 |