

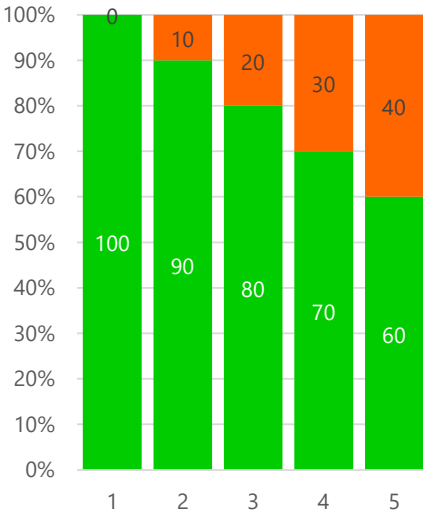
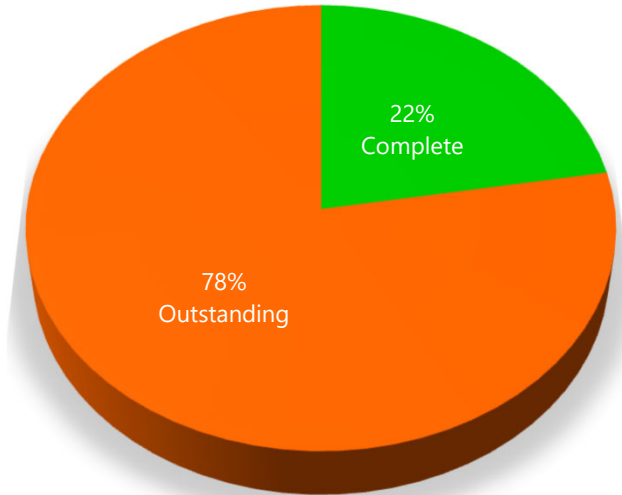
ISO 14001:2015 Project Plan

This project plan schedules the primary steps along a broad, 52-week timeline for the development and implementation of an environmental management system, in order to achieve certification to ISO 14001:2015. There are 18 primary activities, to be undertaken over a 52 week duration.

Instructions:

1. Enter start date in I14 - Note: Date must be a Monday!
2. Set the 1st planned start date in Column D
3. Set the planned finish date in Column E
4. Duration days (Column F) and the duration bars are shaded based on the dates entered
5. Do not enter data in Column F, H or I15 onwards
6. Form an EMS Implementation Team and begin the first activity. Enter the estimated level of progress in Column G
7. Once the activity has finished, review and complete the 'implementation checklist'. Update Column G to 100%
8. Record the estimated % progress of each activity in Column G
9. The implemtation checklists in Column C are hyperlinked to the checklist files located in the 'Project Plan & Implementation' folder. If you move the checklists or plan out of this folder, ensure you re-establish the hyperlinks

Project Plan Completion Summary



								Week 1							Week 2				
								M	T	W	T	F	S	S	M	T	W	T	F
Step	Activity	Implementation Checklist	Start Date	Finish Date	Duration (Days)	Activity Progress %	Not Complete	12-Aug-23	13-Aug-23	14-Aug-23	15-Aug-23	16-Aug-23	17-Aug-23	18-Aug-23	19-Aug-23	20-Aug-23	21-Aug-23	22-Aug-23	23-Aug-23
1	Top management must ensure the resources and finances to support the EQMS are available	Step 01 - Assign Resources and Budget.docx	12-Aug-23	24-Aug-23	9	100	↗												
2	Purchase and read a copy of ISO 14001:2015	Step 02 - Adopt the Standards.docx	19-Aug-23	30-Aug-23	8	90	↗												
3	Use the presentations to provide an overview of ISO 14001 to key personnel	Step 03 - Create EMS Awareness.docx	26-Oct-23	20-Nov-23	18	80	→												
4	Conduct a gap analysis of your current management system	Step 04 - Gap Analysis and Action Plan.docx	16-Nov-23	07-Feb-24	60	70	→												
5	Undertake the 1st management review and select a Certification Body	Step 05 - Management Review 1.docx	01-Feb-24	12-Feb-24	8	60	⇒												
6	Commence work on rectifying the identified gaps	Step 06 - Begin Closing the Gaps.docx	08-Feb-24	19-Mar-24	29	50	⇒												
7	Establish the strategic direction of your company	Step 07 - Strategic Direction & Scope.docx	15-Mar-24	26-Mar-24	8	40	⇓												
8	Establish and communicate the EMS policy, objectives and performance indicators	Step 08 - EMS Policy, Objectives & Indicators.docx	22-Mar-24	02-Apr-24	8	35	⇓												
9	Implement the supporting processes and procedures	Step 09 - Supporting Processes & Procedures.docx	29-Mar-24	29-May-24	44	30	⇓												
10	Use the presentations and select external training providers to begin internal auditor training	Step 10 - Train Internal Auditors.docx	03-May-24	11-Jun-24	28	25	⇓												
11	Undertake the 2nd management review and amend the EMS manual template	Step 11 - Management Review 2.docx	31-May-24	18-Jun-24	13	20	⇓												
12	Begin internal auditing (ISO 14001:2015 Clause 9.2)	Step 12 - Begin Internal Auditing.docx	14-Jun-24	23-Jul-24	28	15	⇓												
13	Implement the corrective actions from Step 12	Step 13 - Implement Corrective Actions.docx	12-Jul-24	30-Jul-24	13	10	⇓												
14	Undertake the 3rd management review	Step 14 - Management Review 3.docx	26-Jul-24	06-Aug-24	8	0	⇓												
15	Conduct a 1st Stage audit readiness review	Step 15 - Conduct a Readiness Review.docx	02-Aug-24	27-Aug-24	18	0	⇓												
16	Certification Body 1st Stage Audit. Address 1st stage audit findings	Step 16 - Certification Body 1st Stage Audit.docx	30-Aug-24	24-Sep-24	18	0	⇓												
17	Certification Body 2st Stage Audit. Address 2nd stage audit findings	Step 17 - Certification Body 2nd Stage Audit.docx	13-Sep-24	01-Oct-24	13	0	⇓												
18	Certification Body to verify and close-out 2nd stage audit findings and award certification	Step 18 - Verification & Certification.docx	27-Sep-24	08-Oct-24	8	0	⇓												
19					0	0	⇓												