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 evironmental 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 implementation 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





Week 1

Week 2

Step Activity Implementation Checklist Start Date Finish Date Duration (Days) Progress % Complete Step Start Date													M T	W T F
2 Purchase and read a copy of ISO 14001:2015 Step 02 - Adopt the Standards docx 19-Aug-23 30-Aug-23 8 90 71 3 Use the presentations to provide an overview of ISO 14001 to key personnel Step 02 - Create EMS Awareness docx 26 Oct. 23 20 Nov. 23 18 80 70 10 Undertake the 1st management system Step 04 - Gap Analysis and Action Plan docx 16-Nov. 23 07-Feb-24 60 70 90 Undertake the 1st management review and select a certification Body Step 05 - Management Review 1,docs On 1-Feb-24 12-Feb-24 8 60 70 90 Commence work on rectifying the Identified gaps Step 06 - Begin Closing the Gaps docx On 1-Feb-24 12-Feb-24 8 60 90 Commence work on rectifying the Identified gaps Step 07 - Strategic Direction 8 Step 08 - Management Review 1,docs On 1-Feb-24 12-Feb-24 8 60 90 Eastablish the strategic direction of your company Step 07 - Strategic Direction 8 Step 08 - Management Review 2 2-Mar-24 29 95 90 Implement the supporting processes and procedures Step 09 - Supporting Processes & Procedures docx 9 Implement the supporting processes and procedures Step 09 - Supporting Processes & Procedures docx 10 Use the presentations and select external training providers to begin internal auditor training Step 10 - Train Internal Auditors docx 31 - May-24 11 - Jun-24 28 25 90 10 Use the presentations and select external training providers to begin internal auditor training Step 10 - Train Internal Auditors docx 31 - May-24 13 10 4 11 - Jun-24 28 15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Step	Activity	Implementation Checklist	Start Date	Finish Date		,		1 1	14-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
3 Use the presentations to provide an overview of ISO 14001 to key personnel Step 03 - Create EMS Awareness docs 4 Conduct a gap analysis of your current management system Step 04 - Gap Analysis and Action Plan docs 5 Undertake the 1st management review and select a Certification Body Step 05 - Management Review 1.docs O1-Feb-24 Commence work on rectifying the identified gaps Step 06 - Begin Closing the Gaps docx 8 Feb-24 8 60 O2 7 Establish the strategic direction of your company Step 07 - Strategic Direction & Scope docs 8 Establish and communicate the EMS policy, objectives and performance indicators Step 08 - Begin Closing the Gaps docx Step 08 - Regin Closing the Gaps docx 8 Establish and communicate the EMS policy, objectives and performance indicators Step 08 - Step 09 - Strategic Direction & Scope docs 9 Implement the supporting processes and procedures Step 09 - Strategic Direction & Scope docs Step 09 - Strategic Direction & Scope docs 9 Implement the supporting processes and procedures Step 09 - Strategic Direction & Scope docs Step 09 - Strategic Direction & Scope docs 9 Implement the supporting processes and procedures Step 09 - Strategic Direction & Scope docs Step 09 - Strategic Direction & Scope docs 9 Implement the supporting processes and procedures Step 09 - Strategic Direction & Scope docs Step 09 - Strategic Direction & Scope docs 9 Implement the supporting processes and procedures Step 09 - Strategic Direction & Scope docs 9 Implement the supporting processes and procedures Step 09 - Strategic Direction & Scope docs Step 09 - Strategic Direction & Scope docs 11 - Jun-24 8 35 Jun 10	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	7						
4 Conduct a gap analysis of your current management system 5tep 04 - Gap Analysis and Action Plan docx 16-Nov-23 07-Feb-24 60 70 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2	Purchase and read a copy of ISO 14001:2015	Step 02 - Adopt the Standards.docx	19-Aug-23	30-Aug-23	8	90	7						
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 Commence work on rectifying the identified gaps Step 06 - Begin Closing the Gaps docx 15-Mar-24 29 50 Testablish the strategic direction of your company Step 07 - Strategic Direction & Scope docx 15-Mar-24 26-Mar-24 8 40 Direction & Scope docx 15-Mar-24 26-Mar-24 8 40 Direction & Scope docx 15-Mar-24 26-Mar-24 8 40 Direction & Scope docx 22-Mar-24 02-Apr-24 8 35 Direction & Scope docx 24-Mar-24 10-Apr-24 8 35 Direction & Scope docx 25-Mar-24 10-Apr-24 8 30 Direction & Scope docx 25-Mar-24 10-Apr-24 8 30 Direction & Scope docx 25-Mar-24 10-Apr-24 10-Apr-24 10-Apr-24 10-Apr-24 11-Apr-24 11	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	\Rightarrow						
Step 06 - Begin Closing the Gaps.docx Step 06 - Begin Closing the Gaps.docx Step 07 - Strategic Direction & Scope.docx 15-Mar-24 29 50 \$\iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	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	\Rightarrow						
Stablish the strategic direction of your company Step 07 - Strategic Direction & Scope.docx 15-Mar-24 26-Mar-24 8 40 9	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	\Rightarrow						
Establish and communicate the EMS policy, Objectives and performance indicators Step 08 - EMS Policy, Objectives & Indicators docx 10 Use the presentations and select external training providers to begin internal auditor training Step 10 - Train Internal Auditors docx 11 Undertake the 2nd management review and amend the EMS manual template Step 11 - Management Review 2.docx 12 - Begin internal auditing (ISO 14001:2015 Clause 9.2) Step 12 - Begin Internal Auditing docx 13 - Implement the corrective actions from Step 12 Step 13 - Implement Corrective Actions.docx 14 - Jun-24 Step 13 - Jun-24 Step 14 - Management Review 3.docx Step 15 - Conduct a 1st Stage audit readiness review Step 15 - Conduct a Readiness Review.docx Step 16 - Certification Body 1st Stage Audit. Address 1st stage audit findings Step 17 - Certification Body 2st Stage Audit. Address 2nd stage audit findings Step 18 - Verification & Certification Body 2nd Stage Audit. Address 2nd stage audit findings and award certification Step 18 - Verification & Certification Acceptage Audit. Address 2nd stage audit findings and award certification Step 18 - Verification & Certification Acceptage Audit. Address 2nd stage audit findings and award certification Step 18 - Verification & Certification Acceptage Audit. Acceptage Audit. Address 2nd stage audit findings and award certification Step 18 - Verification Acceptage Audit. Acceptage Audit. Address 2nd stage audit findings and award certification Step 18 - Verification Acceptage Audit. A	6	Commence work on rectifying the identified gaps	Step 06 - Begin Closing the Gaps.docx	08-Feb-24	19-Mar-24	29	50	\Rightarrow						
9 Implement the supporting processes and procedures 10 Use the presentations and select external training providers to begin internal auditor training 11 Undertake the 2nd management review and amend the EMS manual template 12 Begin internal auditing (ISO 14001:2015 Clause 9.2) 13 Implement the corrective actions from Step 12 14 Undertake the 3rd management review 15 Step 13 - Implement Corrective Actions docx 16 Cortification Body 1st Stage Audit. Address 1st stage audit findings 17 Certification Body 2st Stage Audit. Address 2nd stage audit findings 18 Certification Body to verify and close-out 2nd stage audit findings and award certification 19 Step 18 - Supporting Processes & Procedures. docx 29-Mar-24	7	Establish the strategic direction of your company	Step 07 - Strategic Direction & Scope.docx	15-Mar-24	26-Mar-24	8	40	71						
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