



AS9100 Store
QUALITY FOR AEROSPACE

Project Manager's Guide



AS9100 Implementation



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Introduction

This project manager's guide is designed to help you plan and manage AS9100 Project using [the All in One Documentation and Training package](#)

All of the documents in the [All in One package](#) are in Microsoft Word or Excel, and are very easy to edit. You will make this system your own by reviewing and editing the procedures, manual and forms. You will also be making changes to your existing processes so you meet the requirements of the AS9100 Standard. This project plan will help you manage these changes.

The basic steps we recommend are:

1. The Project Manager completes the computer based training "Introduction to AS9100"
2. The Project Manager prepares a Project Plan.
3. Management and the Project Manager identify an AS9100 Steering Team.
4. The Project Manager and others conduct a Gap Analysis.
5. The Steering Team assigns responsibilities for customizing each procedure to a team or individual.
6. Team leaders hold team meetings to revise processes and procedures based on the results of the Gap Analysis and the prepared Procedures.
7. Employees complete the Computer Based Training "Introduction to AS9100"
8. The Steering Team reviews the procedures as they are completed.
9. The Project Manager trains internal auditors using the Internal Auditor Training Materials Package.
10. The system is used for several months while records are collected and improvements are made.
11. The Registrar comes to audit.

This guide outlines these steps in more detail, and provides forms and templates to help you. This is a recommended plan, and you may change it to suit your organization.



The Planning Meetings

A. Planning your meeting

1. Determine who should attend. Include top management. Answer these questions:
 - a. Who will be able to decide which employees will be assigned tasks?
 - b. Will they know whether the employees' workload will be able to accommodate the assigned tasks?
 - c. Who is responsible for resources and can make resources available to the AS9100 project?
 - d. This group should continue meeting as the "AS9100 Steering Team"
2. Create an Agenda, items to include:
 - a. Explain the "Implementation Steps" to the group (see handout in Appendix B)
 - b. Discuss Responsibilities of the Steering Team (see handout in Appendix B)
 - c. Assign the tasks to individuals or teams. (Use tables from Appendix B)
 - Review the responsibilities to make sure that they are well dispersed, not assigned heavily to one group or one individual.
 - For each team identify a team leader. It works very well to have a member of the Steering Team as a leader for each of the Task Group teams. It provides good communication between the teams and the Steering Team throughout the project.
 - d. Determine resources required for completion of the tasks.
 - Will teams or individuals need assistance with other responsibilities during the project?
 - What kind of technical guidance will be needed to allow these teams or individuals to complete the tasks efficiently and effectively?
 1. Assistance from the management representative?
 2. Prepared materials?
 3. Special Training?



Project Plan: AS9100

Project goals:

Start Date: _____

Target Registration Date: _____

Responsibilities:

Project Manager: _____

Management Representative: _____

Top Management: _____

Steering Team _____

Project timeline:

Step	Schedule Date	Completion Date
1. Gap Analysis		
2. Create Task List		
3. Assign Responsibilities		
4. Introductory Training		
5. Design and Implementation		
6. System Complete		
7. Registration Audit		
8. Certificate Received		



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Appendix B
AS9100 Planning Meeting

Task Assignments

Task Group	Team Members	Team Leader
Quality Manual		
Document Control		
Control of Quality Records		
Management Responsibility		
Competence, Awareness and Training		
Configuration Management		
Infrastructure		
Planning of Product Realization Processes		
Customer Related Processes		
Risk Management		
Design and Development		
Key Characteristics		
Purchasing		



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Appendix B

AS9100 Planning Meeting

Task Group

Team Members

Team Leader

Control of Production and Service Provision

Identification and Traceability

Customer Property

Preservation of Product

Control of Measuring and Monitoring Devices

Monitoring, Measuring and Analysis of Customer Satisfaction

Internal Audits

Monitoring, Measuring and Analysis of Product and Realization Processes

Control of Nonconforming Product

Statistical Techniques

Root Cause Analysis

Corrective Action and Preventive Action



Project Gantt Chart

(Change headings to the Months you expect your project to run- identify when each team will start and stop, shade the time that each team will run)

Task Group	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Document Control									
Control of Quality Records									
Management Responsibility									
Competence, Awareness and Training									
Configuration Management									
Infrastructure									
Planning of Product Realization Processes									
Customer Related Processes									
Risk Management									
Design and Development									
Key Characteristics									
Purchasing									
Control of Production and Service Provision									
Identification and Traceability									
Customer Property									
Preservation of Product									



Appendix C
Task Group Team Meeting

Task Group	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Control of Measuring and Monitoring Devices									
Monitoring, Measuring and Analysis of Customer Satisfaction									
Internal Audits									
Monitoring, Measuring and Analysis of Product and Realization Processes									
Control of Nonconforming Product									
Statistical Techniques									
Root Cause Analysis									
Corrective Action and Preventive Action									