

Environmental Management System Development & Implementation Schedule

ID	Task	Start	Finish	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
1	Launch meeting & Review #1	Thu 9/16/99	Thu 9/16/99	▼											
2	Document Commitment	Thu 9/16/99	Thu 9/16/99												
3	Assign Management Representative	Thu 9/16/99	Thu 9/16/99												
4	Cross Functional Team	Fri 9/17/99	Fri 10/1/99	▬											
5	Form CFT & Schedule Training	Fri 9/17/99	Thu 9/30/99	▬											
6	Conduct CFT EMS Implementation Training	Fri 10/1/99	Fri 10/1/99												
7	CFT Project Plan	Mon 10/4/99	Fri 10/8/99	▬											
8	Develop Project Plan (Gantt Chart)	Mon 10/4/99	Fri 10/8/99	▬											
9	Aspects & Significance	Mon 10/11/99	Fri 11/19/99	▬											
10	Identify Aspects	Mon 10/11/99	Fri 11/5/99	▬											
11	Identify Legal & Other Requirements	Mon 10/11/99	Fri 11/5/99	▬											
12	Determine Significant Aspects	Mon 11/8/99	Fri 11/19/99	▬											
13	Objectives, and Targets	Mon 11/22/99	Fri 12/3/99	▬											
14	Develop Objectives & Targets	Mon 11/22/99	Fri 12/3/99	▬											
15	Environmental Policy	Mon 12/6/99	Fri 12/10/99	▬											
16	Develop Facility Environmental Policy	Mon 12/6/99	Fri 12/10/99	▬											
17	Environmental Management Programs	Mon 12/6/99	Fri 12/24/99	▬											
18	Identify Operational Controls & Key Characteristics	Mon 12/6/99	Fri 12/24/99	▬											
19	Establish Program Responsibilities	Mon 12/6/99	Fri 12/24/99	▬											
20	Identify Monitoring & Measuring Metrics	Mon 12/6/99	Fri 12/24/99	▬											
21	Management Review #2	Mon 12/27/99	Mon 12/27/99	▼											

Task		Milestone		Rolled Up Critical Task		External Tasks		Rolled Up Split	
Critical Task		Summary		Rolled Up Milestone		Project Summary			
Progress		Rolled Up Task		Rolled Up Progress		Split			

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22	Review & Accept Work Products	Mon 12/27/99	Mon 12/27/99												
23	Develop Procedures	Mon 12/27/99	Fri 2/11/00												
24	Develop System and Facility Procedures	Mon 12/27/99	Fri 1/28/00												
25	Develop Work Practices	Mon 12/27/99	Fri 2/11/00												
26	Develop Training Needs Matrix	Mon 1/24/00	Fri 2/11/00												
27	Document Required Training	Mon 1/24/00	Fri 2/11/00												
28	Structure & Responsibility	Mon 1/24/00	Fri 2/11/00												
29	Develop Structure and Responsibilities Document	Mon 1/24/00	Fri 2/11/00												
30	Develop Organization Chart	Mon 2/7/00	Fri 2/11/00												
31	System Documentation	Mon 2/14/00	Fri 3/10/00												
32	Develop EMS Manual	Mon 2/14/00	Fri 2/25/00												
33	Develop Evidence Materials	Mon 2/14/00	Fri 3/10/00												
34	Management Review #3	Mon 3/13/00	Mon 3/13/00												
35	Review & Accept Work Products	Mon 3/13/00	Mon 3/13/00												
36	Internal Auditor Training	Mon 3/13/00	Wed 3/15/00												
37	Internal Auditor Training	Mon 3/13/00	Wed 3/15/00												
38	Employee Training	Mon 3/13/00	Fri 5/5/00												
39	Train Trainers on EMS Awareness & Procedures	Mon 3/13/00	Fri 3/24/00												
40	Trainers Conduct Awareness & Procedure Training	Mon 3/27/00	Fri 5/5/00												
41	Internal Auditing	Thu 3/16/00	Fri 5/26/00												
42	Develop Internal Audit Schedule & Audit Checklists	Thu 3/16/00	Wed 4/12/00												

Task		Milestone		Rollo Up Critical Task		External Tasks		Rollo Up Split	
Critical Task		Summary		Rollo Up Milestone		Project Summary			
Progress		Rollo Up Task		Rollo Up Progress		Split			

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43	Conduct Internal Audits	Mon 4/17/00	Fri 5/12/00												
44	Address Non-Conformances	Mon 5/1/00	Fri 5/26/00												
45	Management Review #4	Mon 6/5/00	Mon 6/5/00												
46	Review & Approve EMS	Mon 6/5/00	Mon 6/5/00												
47	ISO 14001 Certification	Mon 6/19/00	Fri 7/21/00												
48	Pre-Assessment Review	Mon 6/19/00	Wed 6/21/00												
49	Main Certification Review	Mon 7/17/00	Fri 7/21/00												
50	ISO 14001 Certification	Thu 8/17/00	Thu 8/17/00												

Task		Milestone		Rolled Up Critical Task		External Tasks		Rolled Up Split	
Critical Task		Summary		Rolled Up Milestone		Project Summary			
Progress		Rolled Up Task		Rolled Up Progress		Split			