

Action Plan EgypAir

Project: QMS-EgyptAir
Workshop Tuesday, March 25th, 2008

Skills Senior Consultant
Mohamed-Ali Ibrahim

#	Action/ Unit	Participants	Methods	Duration of Event	Total MD of Skills Team	Planning Date	Notes
1	1 st Workshop Policy, Strategy, Objectives, Action Plan	TM	Workshop	2 h	1	Tu 25 th March 08 4:00 – 6:00 PM	10th – 15th April Mr. Moneir absent
1a	1 st Workshop Policy, Strategy, Objectives	MM, MAI, MH, MA	BS			Th., 3ed April 08 9:30 – 11:30	2ed try; first meeting not succeeded (interrupted)
2	Kick-off Meeting Introduction of the project & working plan	All	Presentation	2 h	1	Mo 7 th April 08	8:30 – 10:00 AM
3	Administration and	MM,	Work shop	2 h	1	April 08	Meeting suggestion: between 16 – 18
3	Administration and Quality Management System	MM, MH, EK, MAI	Work shop	2 h	1	April 08	Meeting suggestion: between 16 – 18 of April

4	Process Work I 1. Management process (resources, goals, strategy, reporting.....)	MM, MAI	BS	3 h	2	April 08	Meeting suggestion: between 16 – 18 of April
5	Process Work II 1. Management process (resources, goals, strategy, reporting.....)	MM, MAI	BS	3 h	2	April 08	Meeting suggestion: between 18 - 22 of April
6	Meeting TM I Competence + Training	TMB 1-4 MAI	Conversation	2 h	1	April 08	Meeting suggestion: between 8 - 12 of April (4 persons)
7	Meeting TM II Competence + Training	TMB 5-9 MAI	Conversation	2 h	1	April 08	Meeting suggestion: between 8 - 12 of April (5 persons)
8	Process Work I 2. Sales	TMB Sales MAI	Work shop	2 h	1	April 08	Meeting suggestion: between 20 - 30 of April Process analysis, design & development + Indicators
9	Process Work II 2. Sales	TMB Sales MAI	Work shop	2 h	1	April 08	Meeting suggestion: between 25 - 30 of April Process analysis, design & development + Indicators
10	Process Work I 3. Financial	MAI MA	Work shop	2 h	1	Mai 08	Meeting suggestion: between 2 - 10 of Mai Process analysis, design & development + Indicators
11	Process Work II 3. Financial	MAI MA	Work shop	2 h	1	Mai 08	Meeting suggestion: between 2 - 10 of Mai
11	Process Work II 3. Financial	MAI MA	Work shop	2 h	1	Mai 08	Meeting suggestion: between 2 - 10 of Mai Process analysis, design & development + Indicators

12	Process Work I 4. Operation	MAI MH	Work shop	2 h	1	Mai 08	Meeting suggestion: between 2 - 10 of Mai Process analysis, design & development + Indicators
13	Process Work II 4. Operation	MAI MH	Work shop	2 h	1	Mai 08	Meeting suggestion: between 10 - 20 of Mai Process analysis, design & development + Indicators
14	Process Work I 5. Marketing	TMB	Work shop	2 h	1	Mai 08	Meeting suggestion: between 10 - 20 of Mai Process analysis, design & development + Indicators
15	Process Work II 5. Marketing	TMB	Work shop	2 h	1	Mai 08	Meeting suggestion: between 20 - 25 of Mai Process analysis, design & development + Indicators
16	Quality Manual; documentations (all related aspects)	MM MH MA MAI EK	Work shop	2	1	June 08	Meeting suggestion: between 10 - 15 of June Version 1
17	Internal System Audit	All	1 st internal Audit	6 h	2	June 08	Meeting suggestion: between 10 - 15 of June Preparation for certification process
18	Follow up	All	Meetings	3 h	2	June 08	Meeting suggestion: between 10 - 15 of June Corrective and preventive actions
19	Certification Meeting	All	Meetings	6 h	2		

Total				26		
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MD = ManDay

BS = Brainstorming

TM = Top Management

AD = Administration

TMB = Team member

MM = Mr. Moh. Moneir

MH = Mr. Moh. Hisham

MA = Mr. Mahmoud Abdelhamid

MAI = Mr. Moh.-Ali Ibrahim

EK = Ms. Eva Kadi

Blue = confirmed meeting

Yellow = not confirmed yet