

<b>1.0 TITLE</b>	<b>QMS Procedure for IT Systems Management</b>		
<b>2.0 OBJECTIVES</b>	To provide support in terms of technology and establish an IT system needed within the organization.		
<b>3.0 SCOPE</b>	All IT related system being utilized in Primehomes.		
<b>4.0 REFERENCES</b>	ISO 9001:2015 Standard Clause -8.2.2 Determining the requirements for products and services		
<b>5.0 DEFINITION OF TERMS: NIL</b>			
<b>6.0 AUTHORITY AND RESPONSIBILITY</b>			
<p><b>Head (IT)</b> The Head (IT) shall be responsible for the over all implementation of this procedure.</p> <p><b>Head Of Other Departments</b> The head of other departments shall be responsible in the making sure IT knows the requirements of the IT Systems to be applied in their respective departments.</p>			
<b>7.0 INPUT</b>			
<b>INPUT REQUIRED</b>	<b>SUPPLIER SOURCE</b>	<b>INPUT FORMAT/ MECHANISM</b>	
Job Order Form / Management Instruction Sheet	Top Management/ Requesting Dept.	Job Order Form / Management Instruction Sheet	
<b>8.0 DESCRIPTION</b>			
<b>ACTIVITY</b>		<b>P.I.C</b>	<b>REF. DOC.</b>
<p><b>Receive Job Order Form from Requesting Dept.</b> 1.IT shall receive JO Form from requesting department. 2. IT will check on the value of the request with regards to impact to company overall output. A. IT Tech Support Only B. IT Project /System Maintenance</p>		IT Head/ Requesting HOD	Job Order Form/ Management Instruction Sheet
<p><b>Create Timeline to Accomplish the Request</b> 1. IT shall determine the needed resources for the request. 2. IT Head will create the project timeline for the request with budget consideration. 3.IT Head shall delegate roles to staff re the request completion</p>		IT Head	Job Order Form/ Management Instruction Sheet
<p><b>Execution of the Project Timeline</b> 1. IT Staff shall execute the stated timeline. 2. IT Head shall monitor the progress of the project and report to requesting department the updates until the completion of the request.</p>		IT Staff	JO Close out Form
<p><b>Updating of IT JO Database</b> 1. All records of the IT JO Monitoring shall be recorded and filed for future reference and use.</p>		IT Staff	IT Database
<b>9.0 OUTPUTS</b>			
<b>OUTPUT</b>	<b>CUSTOMER</b>	<b>OUTPUT FORMAT/ MECHANISM</b>	

User Acceptance Form	Top Management/Requesting Dept.	User Acceptance Form
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**10.0 RESOURCES**

Budget allocation for all IT related projects.

**11.0 Process Effectiveness Measurement Parameters**

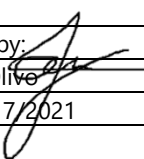
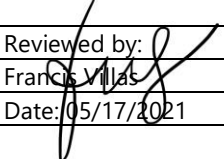
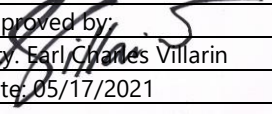
PARAMETER	RESPONSIBILITY	FREQUENCY
User Acceptance Form	IT Head	Every IT System introduced to the organization.

**12.0 Risk and Opportunity Associated with the Process**

Risk / Opportunity Name	Impact to the Organization	How to address it?
Opportunity to automate existing manual processes.	Efficiency of process through automation.	Explore technologies to improve existing manual processes within the organization.

**13.0 RECORDS**

Sl. No.	Record Title / ID	Format	Medium	Retention Period	Custodian(s)
1	Mgmt. Instruction Sheet (PRDI-BDD-F-PR01-001)	English, Text	Paper	Perpetual	Head (IT)
2.	User Acceptance Form (PRDI-ITD-F-PR01-001)	English, Text	Paper	Min of 3 years	Head (IT)
3.	Project Completion Report	English, Text	Paper	Min of 3 years	Head (IT)

Prepared by: 	Reviewed by: 	Approved by: 	Doc. ID: PRDI-ICT-M- PR01
Noel M. Olive	Francis Villan	Atty. Earl Charles Villarin	Rev. 00
Date: 05/17/2021	Date: 05/17/2021	Date: 05/17/2021	Effective Date: May 17, 2021