Organization Process Focus Policy

Version No: 1.1

**Revision History**

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# Purpose

The purpose of Organizational Process Focus is to plan and implement organizational process improvement based on a thorough understanding of the current strengths and weaknesses of the organization’s processes and process assets.

# Policy Statement

* The strengths, weaknesses, and improvement opportunities for the organization's processes shall be identified periodically and as needed. The description of the process needs and objectives for the organization shall be established and maintained.
* Improvements shall be planned and implemented, organizational process assets shall be deployed, and process-related experiences shall be incorporated into the organizational process assets. Process action plans to address improvements to the organization's processes and process assets shall be established and implemented.
* Process-related assets include work products, measures, and improvement information derived from planning and performing the process.
* Individuals shall be trained for performing or supporting the Organization process focus process as needed and proper training records shall be recorded.
* Designated work products of the organization process focus process shall be placed under appropriate levels of configuration management.
* Relevant stakeholders of the organization process focus process shall be identified and involved as planned.
* The organization process focus process shall be monitored and controlled against the plan for performing the process and take appropriate corrective action.
* The organization process focus process shall be objectively evaluated for adherence against its process description, standards, and procedures, and noncompliance addressed.
* The activities, status, and results of the organization process focus process shall be reviewed with higher level management and issues resolved.
* For every six months reviews will be conducted.