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**BUSINESS PLANNING**

1. Purpose and Scope

**PURPOSE**

To define an annual planning process and set objectives for continuous improvement.

**SCOPE**

This procedure applies to all aspects of business for E.C. Styberg Engineering Co.

1. Definitions

**Action Plan**: Plan for improving a quality issue related to a process or product

1. Process Owner

**VP of Manufacturing**

**Process Designees: VP of Finance**

**Quality Manager**

**Manufacturing Manager**

**All Department Managers**

**4. Procedures**

**4.1 VP of Finance**

**Develops a Business Plan**

The VP of Finance will develop a strategic Business Plan with the aid of measurements to forecast both short and long term goals and will integrate the established quality objectives that have been monitored on a quarterly basis. The VP of Finance with assistance from the VP of Manufacturing will approve and implement this plan.

**4.2 VP of Manufacturing**

**Initiates Planning Process**

The VP of Manufacturing initiates the improvement planning process in all departments focusing on identifying the significant performance gaps that require management attention as well as addressing facility issues such as Preventive Maintenance to keep Styberg operating at its highest level of production.

**4.3 Quality Manager**

**Sets Improvement Objectives**

The Quality Manager develops improvement objectives and measurement criteria to address the areas for improvement identified during the planning process and reviews objectives and documents results on an annual basis.

**Reviews Progress on Objectives**

The Quality Manager reviews, at a minimum, quarterly progress on improvement objectives, makes necessary adjustments and sets new objectives for new activities or to correct newly identified performance issues.

**4.4 Department Manager**

**Develops Detailed Action Plan**

The Department Manager reviews current performance strengths and weaknesses and develops an Action Plan to achieve defined improvement objectives. This process may involve Department Supervisors and more than one department.

**Implements the Action Plan**

The department Managers lead implementation of the Action Plans in their departments, tracking daily performance and modifying the plans as needed to achieve improvement objectives.

**4.5 Manufacturing Manager**

**Evaluates Production Capability**

The Manufacturing Manager evaluates overall plant capacity, forecasted product volume, and operating efficiency and determines the need for new capital equipment or other resources to implement Action Plans.

**5 References**

**5.1 Related Procedure**

Customer Satisfaction Measurement: QP-103

Elements for the VP Annual Meeting INS-9904

**5.2 Reference Documents**

Quality System Requirements:

ISO 9001:2015

IATF16949: 2016

Strategic Plan

**6. Records**

VP Annual Management Review MGMNT-100 Retain 5 yrs. Min.

Manager’s Quarterly Review MGMNT-101 Retain 5 yrs. Min.

**7. Policy References**

Management Responsibility

Quality System

**8. Revisions of QP-102**

1) 04/07/21 Removed**:** Biz Plan Builder (Computerized) BIZPLAN Retain 3 yrs. Min.