

Project Details	Project Involvement		Desember 2025		January 2026				
	Konnco	Kamindo	W4	W5	W1	W2	W3	W4	W5
<b>Phase 1 (Kick Off &amp; Awareness)</b>									
a. Kick Off	Top management & all project team	Lead consultant							
b. Implementation of Awareness	all project team / all employees involved	Team consultant							
c. Internal Audit Training	10 employee	Team consultant							
c. Print awareness & Internal Audit certificate	List of 10 employees (with priority given to those participating in the project team)	Team consultant	Awareness Certificated		IA Certificated				
<b>Phase 2 (Plan)</b>									
a. GAP Analysis	all project team / all departement involved	Lead consultant							
b. Forming an implementation team & context organization	Top management & HR	Lead consultant							
c. Provides sharing folder, task, draft and exisiting docum	Lead project, all project team / all departement involved	Lead consultant							
<b>Phase 3 (Plan - Do)</b>									
a. Review, adjust & Add documents	all project team / all departement involved	Lead consultant							
b. Technical Implemtation & Progress update report of the task, procedure & evidence of each PIC	all project team / all departement involved	Lead consultant							
<b>Phase 4 (Action and Check Process)</b>									
a. Internal Audit invitation	Internal audit team	Lead consultant							
b. Assistance in implementing of internal audit	Internal audit team	Lead consultant							
c. Audit findings improvement and verification of improv	Internal audit team	Lead consultant							
d. Management review invitation	ISMS Team	Lead consultant							
e. Assistance for management reviews	ISMS Team	Lead consultant							
f. Conduct an external audit preparation rehearsal	all project team / all departement involved	Lead consultant							
<b>Phase 5 (Assessment &amp; Finalization)</b>									
a. External audit assessment assistance Stage I	Top management & all project team / all employees involved	Lead consultant							
a. External audit assessment assistance Stage II	Top management & all project team / all employees involved	Lead consultant							