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| # | Project | Phase | Phase Details: | | Expected time | Deliverables / Outcomes |
| # | Description |
| 1 | Implement ISO 9001:2015 QMS in “Compensation” service and area. | I | 1 | Scope assessment and project initiation. | 1 day | Signed Agreement |
| 2 | Develop and agree on a project plan and definition including: project execution plan and project risk management plan.  This will include:   1. Assessment of on ground and existing situation for the selected service / scope of the project. 2. Prepare a gap analysis based on the project objectives and intended deliverables. 3. Develop an implementation action plan. 4. Develop monitoring and control plan. 5. Develop a risk management plan. 6. Plan closing project and handouts. | 4 Weeks | Signed Project Plan and clear roadmap. |
| 3 | Project Execution and control that includes but not limited to the following major steps:   1. Develop SOPs including: operating procedures, forms, workflow charting and KPIs, records, monitoring and control reports. 2. Monitoring and quality checks in line of progress control mechanism. | 4 weeks | Full manual SOPs based on ISO 9001:2015 |
| 4 | Closing project including the acceptance from PADRRIF including training. | 4 weeks | Service “COMPENSATION” SOPs on based on ISO 9001:2015 operating on ground |
| 2 | Develop a dynamic workflow management system that automate the “Compensation” process based on ISO 9001:2015 and a “business Intelligence (BI)” tool to enhance efficiency in the operations as well helps the PADRRIF management in strategic planning. | II | 1 | Develop and agree on a project plan and definition including: project execution plan and project risk management plan.  This will include:   1. Assessment of on ground and existing situation for the selected service / scope of the project. 2. Prepare a gap analysis based on the project objectives and intended deliverables. 3. Develop an implementation action plan. 4. Develop monitoring and control plan. 5. Develop a risk management plan.   Plan closing project and handouts. | 4 Weeks | Signed Project Plan and clear roadmap. |
| 2 | Project Execution and control that includes but not limited to the following major steps:   1. Develop a software solution to help automate the “Compensation” service in PADRRIF based on the manual ISO 9001:2015 QMS developed on PHASE I including e-SOPs. 2. Develop a business intelligence tool and reporting system to help PADRRIF in strategic planning and monitor efficiency for operations. 3. Monitoring and quality checks in line of progress control mechanism. | 6 weeks | Full manual SOPs based on ISO 9001:2015 |
| 3 | 1. Closing project including the acceptance from PADRRIF including training. | 4 weeks | Service “COMPENSATION” SOPs on based on ISO 9001:2015 operating on ground |