

QUALITY ASSURANCE GRID

DRAFT FOR DISCUSSION

ROADMAP FOR GMCA QUALITY (Second semester)										
PHASES		DESCRIPTION	TIMELINE							
			DEC	JAN	FEB	MAR	APR	MAY	JUNE	
1	Measurements	Preparation	Develop and/or acquire instruments.							
			Schedule for gathering information.							
			Distribute task among members for gathering information.							
			Communicate criteria of performance to faculty for each activity.							
		Collection	Gather information as per schedule.							
			Analysis	Enter information on computer.						
		Combine & analyze information from all sources.								
		Reporting	Prepare report-using analysis.							
			Suggest an action plan.							
			Discuss & finalize report.							
Submit report to chairman.										
2	Subsequent Improvement	<i>Energy (Unfreezing)</i>	Finalize action plan.							
		<i>Implementation (Move)</i>	Implement action plan.					ONGOING		
		<i>Institutionalization (Freezing)</i>	Celebrate success and adjust the next cycle.							