
MANAGEMENT REVIEW PROCEDURE (PRM-P006)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure applies to the members of the Management Review Team.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Schools and Management Representative

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 MRT: Management Review Team

5.0 PROCEDURE:

- 5.1 Management reviews are held a minimum of once per quarter and more often as deemed necessary by the MRT.
- 5.2 Management reviews ensure the quality system's continuing suitability, adequacy and effectiveness. The reviews include assessing opportunities for improvement and the need for changes to the process management system, including the quality policy and district objectives.
- 5.3 The Management Review Team includes the Director of Schools, the Management Representative, and representatives from each major support area to include: Finance, Human Resources, Operations, Information Systems, Instruction and Communications. To conduct a formal management review, the Management Representative as well as a majority of the members must be present.
- 5.4 The input to Management reviews includes information on:
- a) results of audits which indicate process performance and conformity to requirements conducted since the previous review,
 - b) customer feedback as a result of customer complaints and/or customer surveys conducted, when required,
 - c) process performance to requirements,
 - d) status of corrective and preventive actions,
 - e) follow-up actions from previous Management reviews,
 - f) Quality Policy and district objectives (at least twice per year),
 - g) changes that could affect the process management system,
 - h) recommendations for improvement, and
 - i) results from benchmarking.
- 5.5 The output from the Management review includes any decisions and actions related to:
- a) improvement of the effectiveness and efficiency of the quality management system and its processes,

MANAGEMENT REVIEW PROCEDURE (PRM-P006)
Clarksville-Montgomery County School System

- b) improvement of the district related to customer requirements, and
- c) any resource needs determined.

5.6 The Management review meeting minutes will include the items discussed in the agenda, action items assigned, and any miscellaneous items discussed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Management Review Agenda
- 6.2 Management Review Meeting Minutes
- 6.3 MRT: Sign-in Sheet
- 6.4 Continuous Improvement ([PRM-P007](#))
- 6.5 Customer Feedback Form ([PRM-F009](#))
- 6.6 Customer Survey ([COM-P001](#))
- 6.7 Process Management Manual ([PRM-M001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Management Review Agenda, Meeting Minutes and Sign-In Sheet	Hard copy filed in PRM Support Staff Office	3 yrs.	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
12/13/02		Initial Release
5/08/03	A	Add a new "c", re-letter, remove planned from "f", add "i" in 5.4

* * * E n d o f p r o c e d u r e * * *