D175: DEMO OF ISO 20252:2019 MARKET RESEARCH MANAGEMENT SYSTEM DOCUMENTATION AND AWARENESS TRAINING KIT Price 690 USD

Totally editable documentation package and awareness training package for quick process improvement to implement the market research management system
Completely editable documentation and training toolkit
(Manual, procedures, exhibits, process flow chart, blank forms, job description, audit checklists; ppt presentation and student manual, etc.)

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Chapter-1.0 CONTENTS OF ISO 20252:2019 DOCUMENTATION AND AWARENESS TRAINING KIT (More than 100 files)

A. This editable documentation kit has 9 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Research MS Manual	01 Files in MS Word
2.	Annexures to Research MS Manual	13 Files in MS Word
3.	Procedures	20 Procedures in MS Word
4.	Process Flow Chart	03 Process Flow Chart in MS Word
5.	Exhibits	10 Exhibits in MS Word
6.	Blank Formats /Templates Name of departments	50 Blank Formats in MS Word / excel
	Research Project format (PRO)	19 formats in MS Word / excel
	RPMS formats	12 formats in MS Word
	Purchase (PUR)	02 formats in MS Word
	Quality Control (QC)	03 formats in MS Word
	Training (TRG)	09 formats in MS Word
	Marketing(MKT)	05 Formats in MS Word
7.	Job description	05 Job description in MS Word
8.	ISO 20252:2019 Audit checklists	More than 200 questions
9.	ISO 20252:2019 document compliance matrix (Requirement wise reference documented information)	01 File in MS Excel

Total 100 files in editable form; Quick Download by e-delivery

For more information about ISO 20252:2019 Documentation and Awareness kit Click Here

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Part-2 ISO 20252:2019 Awareness training kit

Part – 2: Training: ISO 20252:2019 awareness training package	
A. PPT Presentation	**No. of Slides**
1. Overview of ISO 20252:2019	20 slides
2. ISO 20252:2019 requirements and Annexures	115 slides
3. ISO 20252:2019 documentation	16 slides
4. Step for ISO 20252:2019 certification	11 slides
Total Slides	162 Slides
B. Literature	
A literature to understand ISO 20252:2019 subject well in 04 chapters, 02 workshops and 01 case study	**Approx. 35 pages in MS word**
C. Work shops	**20 questions to solve**
D. Case study	**1 case study with 5 questions**

Part – 1:Documented information package:

Our documentation kit contains sample documents required for ISO 20252:2019 certification as listed below. All documents are in MS-Word/Excel files and you can edit them. You can make changes as per your organization's need and within few days your entire documents with all necessary controls will be ready. In the ISO 20252:2019, documented information (procedures, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word document as per the details given below.

1. Research Manual:

It is a sample copy of research manual having clause-wise details of how ISO 20252:2019 system is implemented. The research manual is tier-1 of ISO 20252:2019 documents and covers list of procedures as well as overview of organization. This manual has covering company profile, amendment sheet, index, clause-wise details as per ISO 20252:2019 for implementation, sample policy and organization chart.

For more information about ISO 20252:2019 Documentation and Awareness kit Click Here

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(A) Table of Contents

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2. Annexures to Research Manual (13 Annexures):

It is a sample copy of research manual Annexures. The list of Annexures provided in the kit is given below.

List of Annexures

Sr. No.	Annexure No.	Title of Annexure
1.	Annexure-A	Sampling including Access Panels
2.	Annexure-B	Fieldwork
3.	Annexure-C	Physical Observation
4.	Annexure-D	Digital Observation
5.	Annexure-E	Self Completion
6.	Annexure-F	Data Management and Processing
7.	Annexure-G	List of Documented Information
8.	Annexure-H	Glossary of Terms and Definitions
9.	Annexure-I	Activity Process Flow Chart
10.	Annexure-J	Consultancy Process Flow Chart
11.	Annexure-K	Research Privacy Policy
12.	Annexure-L	Organization Structure
13.	Annexure-M	Confidentiality Policy

3. Procedures (20 procedures):

Sample copies of mandatory procedures as per ISO 20252:2019 are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

List of Procedures

1. Procedure for Document and data control (Handling & Storage of Project related Materials and Documents)
2. Procedure for control of records
3. Procedure for Internal Research Audit
4. Procedure for Management Review Meetings
5. Procedure for Research Process
6. Procedure for Type of Research
7. Procedure for Sampling
8. Procedure for Type of Sample Designs
9. Procedure for Data Collection

11. Procedure for Corrective Action
12. Procedure for Data back-up & Information Security Controls
13. Procedure for Training
14. Guidelines for Incentives, Reimbursements and Compensation
15. Procedure for Identification of compliance obligation
16. Procedures for Complaints & Callbacks
17. Procedures for Weighting
18. Procedure for Estimating and imputation
19. Procedures for Recruiting prospective participants to panels, communities, or ongoing

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research programs

10. Procedure for Sample Requirements	20. Procedure for Identifying and removing fraudulent and inattentive participants

4. Process Flow Chart (03 process flow chart):

Sample copies of process flow chart as per ISO 20252:2019 are provided. The list of sample process flow chart provided in the kit is given below.

List of Process flow chart

1. Process Flow for Training Activity
2. Process Flow for Subcontractor
3. Process Flow For Research Data Process

5. Exhibits (10 exhibits)

Sample copies of exhibits as per ISO 20252:2019 are provided. The list of sample exhibits provided in the kit is given below.

List of Exhibits

1. Document Identification and Codification System
2. Research Process Flow
3. Data Collection Process
4. Interested Parties Need & Experctations
5. Multi Skill Requirements-Director
6. Multi Skill Requirements-Field Supervisor Team Leader / QC Executive
7. Multi Skill Requirements-Field Worker-Data Collector
8. Multi Skill Requirements-IT Executive
9. Multi Skill Requirements-Research Manager
10. Multi Skill Requirements-Telephonic Interviewers

6. Blank sample formats for all the departments (50 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 50 blank formats are provided as per the list given below.

List of blank formats

1. Training Calendar	2. Briefing Note-Client
3. Employees Competence Report	4. Briefing Note-Qualitative Project
5. Induction Training Report	6. Briefing Note-Quantative Project
7. Job Description and Specification	8. Validation Report

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9.	Skill Matrix	10.	Back Check-Data
11.	Training Report	12.	Data Collection Report
13.	Confidentiality Agreement	14.	Electronic Data delivery check list
15.	Identity Card	16.	Marketing Research Proposal Checklist
17.	Performance Appraisal Report	18.	Quantitative Research Project Report
19.	Market Research Proposal	20.	Qualitative Research Project Report
21.	Contract Review Checklist	22.	Observational Research Project Report
23.	Client Complaint Report	24.	Data Collection Management Staff
25.	Customer Service Feedback Form	26.	Data Analysis Validation Check List
27.	Incentive Form	28.	Methods of Detecting and Preventing Internet Study Duplication and Fraud and Their Implications
29.	Outsourcing service Undertaking	30.	Master List Cum Distribution List of Documents
31.	Subcontracting work monitoring register	32.	Change Note
33.	Quality Check Of Project	34.	Master List of Records
35.	Quality Check plan	36.	Research Objectives Monitoring Sheet
37.	Receiving Sample Checklist	38.	RPMS Audit Plan / Schedule
39.	Project Summary Report	40.	ISO 20252:2019 Clause wise Audit Review Report
41.	Project Status Sheet	42.	Internal Research Audit Non–Conformity Report
43.	Project Allotment Sheet	44.	Research Objective Plan
45.	Project Progress Report (PPR)	46.	Management Review Meeting
47.	Productivity & Manpower Plan	48.	Corrective Action
49.	Communication Report	50.	List of License

7. Job description (05 job description)

Sample copies of job description as per ISO 20252:2019 are provided. The list of sample job description provided in the kit is given below.

List of Job description

1. Job description for Managing Director
2. Job description for Field Worker
3. Job description for Field Manager
4. Job description for IT Executive
5. Job description for Research Manager

8. ISO 20252:2019 Audit checklist (more than 200 questions)

This covers audit questions based on the ISO 20252:2019 market research management system requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 200 questions are prepared on the basis of ISO 20252.

9. ISO 20252:2019 Compliance Matrix

This compliance matrix contains ISO 20252 requirement wise list of documented information for easy reference of users and to understand how this system is made.

For more information about ISO 20252:2019 Documentation and Awareness kit Click Here

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Part-2: Training: ISO 20252 awareness training:

A. Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

- Topic wise power point presentation in 4 modules as listed below.

1. Overview of ISO 20252

It covers Overview of market research management system, benefits and summary of overall system and process for ISO 20252.

2. ISO 20252 market research management requirements

It covers ISO 20252 systems, Requirements, to establish the market research management system, It gives explanation for many concepts and given in plain English.

3. ISO 20252 market research management documentation

It covers market research management system documented information details and list of areas where standard demands for documented information. Such documented information with list against the requirements is given.

4. Steps for ISO 20252 certification

It covers implementation methodology, steps for ISO 20252 certification, the non-conformances, process, what happens during a certification audit.

B. The literature to understand ISO 20252 subject well:-

This topic covers write up for the ready reference to the participant for understanding and reading the subject to get in depth knowledge on the subject.

It is given in word. You may also use it for further reading and circulations within audience.

Chapter No.	Name of chapter
1.	Overview of ISO 20252 market research management system
2.	ISO 20252 requirements
3.	ISO 20252 documentation
4.	Step for ISO 20252 certification

C. Total 2 workshops to understand ISO 20252 requirements:-

This topic covers 2 workshops and total 20 questions with details to find out the ISO 20252 applicable clause number to check effectiveness of training gained by students.

D. There is 1 case study to understand ISO 20252 requirements:-

This topic covers 1 case study with audit questions with details to find out the ISO 20252 applicable clause requirement to check effectiveness of training gained by students.

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**

2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).

3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.

4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.

5. So far, we have trained more than 50000 employees in ISO series certification.

6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

Documentation Consultancy is committed for:

1. Personal involvement and commitment from the day one

2. Optimum charges

3. Professional approach and globally helped many companies for this standard.

4. Hard work and updating the knowledge of team members

5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner

6. Establishing strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.

2. The kit takes care of all the sections and sub-sections of ISO 20252 standards and helps you to establish better system.

3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own ISO 20252:2019 documents for their organization.

4. It will save much cost in document preparation.

5. You will get a better control in your system due to our proven formats.

6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.

7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.

8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.

9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

For purchase, Click Here ➡ BUY

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