



WORK INSTRUCTION FOR PROJECT MANAGEMENT WEC-09

1.0 INTRODUCTION

1.1 PURPOSE

This document presents the organization's process for implementing the best practice activities related to Project Management.

1.2 SCOPE

The scope of this document contains the plan and traceability for implementing the best practice activities.

1.3 BACKGROUND

Describe basic product lines for the any project requiring Project Management

2.0 REFERENCE DOCUMENTS

The List with relevant documents or work instructions that reflect implementation of the Project management process.

3.0 PLANNED ACTIVITIES

3.1 PROJECT MANAGEMENT ACTIVITIES

This section would include general textual descriptions on the activities defined and developed for the Project.

3.2 TRACEABILITY MATRIX

The traceability on documents shall be kept and updated in the Master Project List

1.2 The scope of this work instruction is to ensure an appropriate approach on each Project over 1,000 hours.

For any Project over the defined value a Master Project List will be defined with reference to:

- Project team with name and contact details
- Key personnel
- Minutes of meeting/ Open Issues List
- Product Quality Deliverables Plan with milestone – to be reviewed regularly by Quality and the Project Team
- Project Schedule (gantt chart)
- Project Quality Plan , where required
- FAIR if quoted where required
- Logistic Specification
- Changes Log

The Risks for the Project will be reviewed and formalized via FMEA though the electronic system and mitigation actions considered .

Special processes will be defined with all relevant documentation in the Project Folder.

The list will be reviewed on a regular basis with the Project Team to ensure all activities and processes defined will be deployed in a controlled manner for achieving conformity of product and services .

1.3 The Project Master list will be defined to suit product configuration in accordance with all customer specifications.

2.0 The Project Documentation will be developed and reviewed by the Project Team and any additional work instruction required will be kept in the Project File and kept by the Project Manager. Prior starting any processes the Project Team shall be trained to all pre-defined documentation to ensure the expected results will be met.

3.0 All planned activities will be described in the Project Quality Plan with key points for validation.

3.1 All activities shall be verified and sustained by responsible per process and regularly assessed to ensure on consistency and effectiveness for achieving the planned results.

Results of assessments shall be made available for the weekly reviews of the Project Team.

3.2 The Master Project List will make reference to all key documents defined for the Project.

3.3 All documents shall be kept in the Project Folder.