



Signal from Watch out process

Who are the clients?

- For internal projects, the client is represented by the GL. The CDIR approval is mentioned and dated on the project monitoring form. It is to be considered as an internal contract.
- For external project, the clients are the organisations that sign the contract. They can be national or international granting organisations, others private or public institutions, or a mixture of them. At this stage, it is not possible to rework the proposal. It has been accepted or rejected.



External project:

- Call analysis
- Preparation of the management plan and quality plan according to the management specifications required by the customer
- Answering
- Validation

Internal project:

- Analysis & assembly of various ideas
- Project description for CDIR
- Validation



Issues related to review, validation and approval are comprised in the sub-processes.



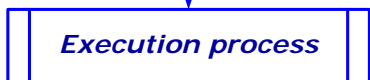
Contracting process:

- Negotiating process by CDIR & GL
- Contracting process by CDIR
- Confirmation of the Project Manager by GL



Initiating & planning process:

- Detailed specifications of the project
- Confirmation of the deliverables and milestones
- Detailed management plan
- Detailed quality plan
- Validation
- Kick-off meeting



Execution process:

- Conceiving & conception validation
- Designing & design validation
- Internal production specifications and quality control plans &/or purchasing specifications and incoming inspection protocols
- Assembly specifications and quality control plans
- Test specifications and quality control plan of the end product
- Acceptance inspection (client quality control before delivery) and quality protocol
- Delivery specifications and delivery check
- Commissioning and quality protocol



Closing phase:

- Starting of the process: Acceptance note of the client
- Information to GL
- Billing according to contract type
- Starting eventual warranty process, which is a new project
- Starting project evaluation or audit (budget, time management, quality)
- Closing the project (preparing documents & records for scrap, updating & limited archiving. Updating acces rights on the archived documents)
- Sorting out & storage of specimens, etc.
- Updating Good practices folders



Glossary

- ADP, Acceptance Data Package (documentation linked with the deliverable)
- CDIR, CRPP Direction
- CQMS, CRPP Quality Management System
- GL, Group Leader
- CPL, CRPP-Planner
- PM, Project Manager
- PMP, Project Management Plan

- PT, Project team
- QR, Quality Representative for the project
- SEC, secretary
- TR, Technical Representative
- WBS, Work Breakdown Structure
- Approval, validation by client
- Review, internal critical presentation to peers & GL
- Validation, internal validation by hierarchy

Rel.	Date	Designation	Author	Checked
0.0.3	11.09.08	Updated according to meeting WG-PROM3	Léonard	
0.0.2	26.08.08	Updated according to meeting WG-PROM2	Léonard	
0.0.1	30.04.08	Updated according to meeting GT-GNC4	Léonard	
0.0.0	04.03.08	First design on the basis project	Léonard	

PROMSYNT : Synthesis of Project Management Process (int. & ext. project)