

**Actors**

PM  
TR

PM  
TR  
QR  
CPL

GL  
PM  
PT  
QR  
CPL

CLIENT  
PM  
TR  
QR  
CPL

SEC  
GL

PM  
PT  
CPL

**Start**  
From Project Management Synthesis / Client Approval?

**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.

Detailed definition of the requirements, objectives and deliverables of the contract, task by task

**General contract objectives & success criteria**

- external & internal project framework
  - industrial complexity, major procurements foreseen, potential impact on schedule
  - subcontracting approach (direct negotiations, competitive procurement, OMC or specific EU regulations)
  - all stakeholders of any kind (sponsor, project management team, project team members, client, user, influencers)
- Task by task:**
- overall technical, safety cost and schedule requirements
  - others external technical (regulations & standards) requirements
  - others internal technical requirements
  - ADP
  - assessment and comparative analysis of eventual options vs safety, reliability, quality parameters
  - programmatic parameters: duration, cost constraints, resources constraints, schedule constraints, risk
  - top-level elements

Development of a detailed specific project management plan for the contract execution

**Documentation & templates:**

- Project plan templ.
- Quality plan templ. →
- Project plan
- Quality plan

**Design of a specific PMP for the contract or the project**

- define the process groups: Initiating, Planning, Executing, Monitoring, Closing Processes
- and task by task:**
- define Scope Management, create WBS
  - define Time, Cost, Quality, HR, Resources, Communication, Risk, Procurement, Quality Plans
  - adapt these plans to stakeholders

Internal review (GL, seniors & QRO) according to client management specifications

- The internal review** is a process handling the following phases:
- presentation of the project by the PM to GL, seniors, potential members of PT, QR
  - review of the scientific aspects
  - review of the technical aspects
  - review of the PMP
  - review of the quality plan

Comments?

yes

no

Kick-off meeting with client

**Documentation & templates:**

- Kick-off meeting minute template →
- KOM minutes

**Kick-off meeting:**

- Confirmation of the specifications, specific requirements and contractual input
- Documentation review lead time
- Plans for implementation of the contract
- Detailed schedule of the contractual activities, including milestones
- content of the ADP and contract final report
- Frequency and location of the proposed progress meetings
- responsible for preparing the meeting minutes
- content and frequency of the progress report (work completed, deviations request and non conformities raised)
- Management of IPR

Authorisation to start

**From client**

- QP approval

**Authorisation to start:**

- Receipt of written QP approval from client
- Record into CQMS
- Information to GL
- Permission to PM to start on the project monitoring form

Booking confirmation

**Documentation & templates:**

- Letter template →
- booking letters

**Booking confirmations:**

- internal & external resources
- materials & equipments
- general planning of CRPP

**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

**Stop**  
Return to Project Management Synthesis / Initiating & Planning Process

Rel.	Date	Designation	Author	Checked
0.0.1	12.09.08	Updated according to WG-PROM3	Léonard	
0.0.0	29.08.08	First design according to WG-PROM 2	Léonard	

**INITIATING & PLANNING PROCESS**