

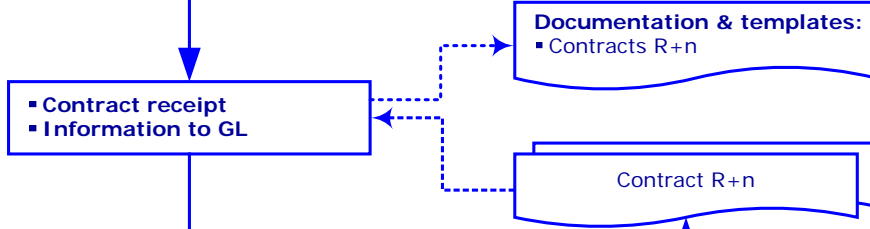
**Actors**

**SEC**  
**GL**  
**CDIR**  
**SRI**  
**CDIR**  
**SEC**  
**GL**

**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.



**At contract receipt:**

- introduce pdf-copy of this version of the contract into CQMS, with related metadata and authorised groups. At the end of process, all contract releases are resident in CQMS.
- inform GL & CDIR, who could consult the contract in the CQMS
- transmit original to CDIR



Validation by Group Leader  
Validation by CDIR  
Validation by EPFL

**For GL validation:**

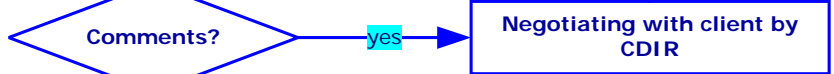
- check conformity of the contract with the proposal, find out any deviation
- verify impact of eventual deviation on the budget plan (resources, costs, schedule)
- inform CDIR and propose modification to the contract to be negotiated by CDIR

**For CDIR validation:**

- verify impact of the contract in case of eventual CRPP strategy change or general planning change
- negotiate if he deems necessary and realistic

**For EPFL validation:**

- loop with SRI



Negotiating with client by CDIR

**Final approval means:**

- signature of contract by CDIR & sending to client
- Reception of signed contract by client
- confirmation of schedule in CRPP general planning
- introducing a pdf-copy of contract into CQMS
- archiving signed original contract



Project Manager confirmed by GL

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

**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	12.09.08	Updated according to WG-PROM3	Léonard	
0.0.2	27.08.08	New design according to WG-PROM2	Léonard	
0.0.1	07.03.08	Second design	Léonard	
0.0.0	01.10.07	First design	Léonard	

**CONTRACTING PROCESS**