

Actors

PM
PT

QR
TR

PM
PT

PM
GL
seniors
QR
TR

PM
PT
GL
TR
client

PM
client

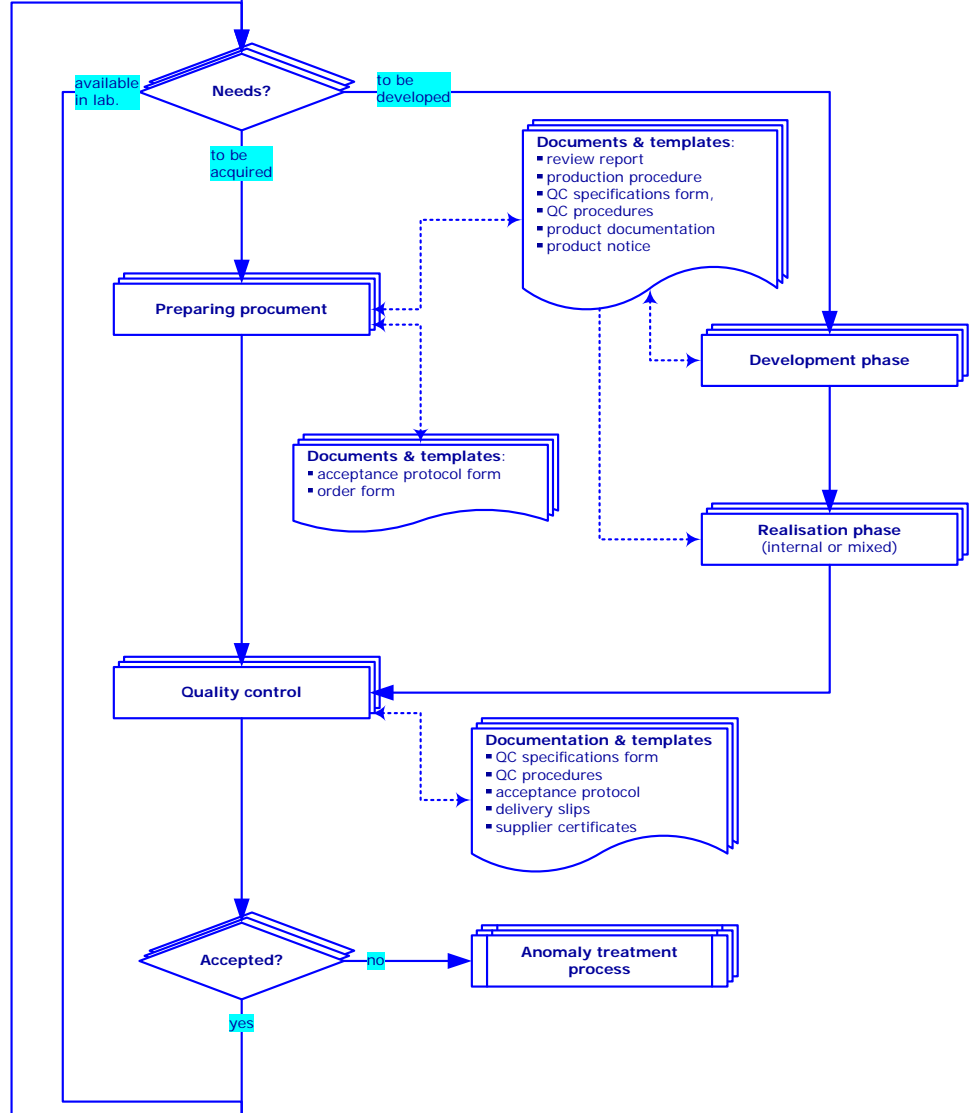
Start
From Project Management Synthesis / Initiating & Planning Process

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.

Deliverable can be:

- product or service (to develop, to test or simulate)
- prototype to realise
- scientific report, test report, management report, final report
- mix of these possibilities



Preparing procurement:

- item specifications
- quality control specifications & procedures
- acceptance protocols
- procurement orders

Development phase:

- conceiving phase with review, validation and approval
- designing phase with review, validation and approval
- spec. of final item, product, service or deliverable
- QC spec. & procedures
- item documentation and notice

Realisation phase:

- procurement phase on basis of item spec., QC specs & procedures, acceptance protocols, procurement orders, etc.
- manufacturing phase on the same basis plus production procedures

Internal quality control vs. procurement or manufacturing order, QC specifications, acceptance protocol:

- acceptance control at suppliers' facility, incoming inspection, in process or final control,
- measurement and record of properties according to QC procedures
- check and record of delivery: quality, quantity, supplier quality certificates

The upper process loop can be repeated as many times as needed:

- to develop or prepare real or virtual products to be tested or simulated
- to develop or prepare the real or virtual test equipments

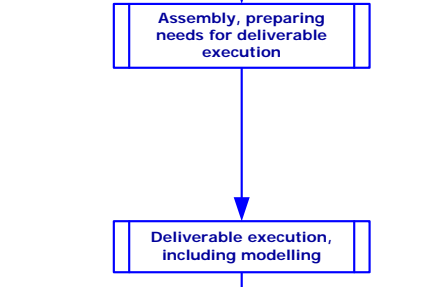


If test of product:

- preparation of test equipment for testing item
- probe & measurement equipment calibration
- planning check with regards to items to be tested
- check the overall integrity of the computing system (hard, connectors, specimens, potentials & codes)
- check the data storage system
- prepare storage of tested items

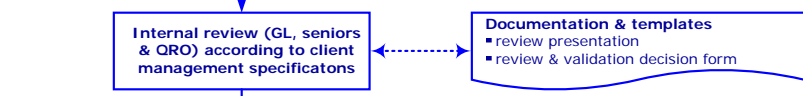
If simulation of product:

- preparation of simulation
- planning check with regards to available specimens
- check of the overall integrity of the computing system (hard, connectors, specimens, potentials & codes)
- check of data storage system



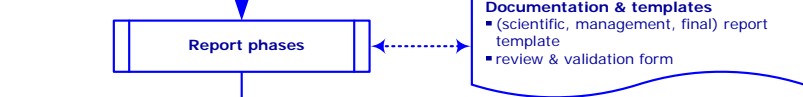
Deliverable execution includes:

- analysis and interpretation of results with satisfaction loop, authorising to go again through the upper "Needs process loop"
- formatting and structure the results, arguments and conclusions for the review presentation



The internal review is a process handling the following phases:

- presentation of the project by the PM to GL, seniors, PT, QR
- review of the scientific aspects
- review of the technical aspects
- review of the PMP
- review of the quality plan
- loop of comments



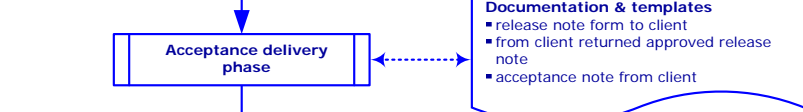
Report phases:

- separating the parts which fall under IPR
- writing IPR and main reports according to client's management specifications
- reviewing report by GL, PT, QR & TR
- validating by GL
- sending by PM, with copy to CDIR

acceptance review phase (ADP, achievement for the technical requirements, records and justification of all deviations, formal release note, configuration status, management of IPR)

Other reports according to the contract:

- management reports (cost, HR, equipments, travels, ...)
- final report



Acceptance delivery phases:

- acceptance of deliverable (request deliverable despatch approval or release note to client, delivery written approval from client)
- preparing the sending or transport
- consignment note from client, acceptance note from client
- eventual integration phase
- final acceptance phase up to final client's acceptance note

Stop
Return to Project Management Synthesis / Project Closure

Glossary

- ADP, Acceptance Data Package (documentation linked with the deliverable)
- CDIR, CRPP Direction
- COMS, 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
0.0.1	15.09.08	Updated according to WG-PROM3	Léonard	
0.0.0	08.09.08	First design according to WG-PROM 2	Léonard	

EXECUTION PROCESS