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Project Management

Purpose

This procedure defines the Project Management process and application.

Scope

This procedure applies to customer orders of significant cost or that require processes beyond the standard pick and ship or cut and mark order as well as projects requiring capital expenditures of over \$100,000.

Definitions

Executive Manager: Vice president or above.

Project Manager: Manager or supervisor responsible for overseeing the various processes within the project to keep it within budget, time and quality requirements.

Project Team: A designated group of people who report to the project manager.

Project: A unique endeavor to produce a set of deliverables within a clearly specified time, cost and quality constraints.

Risk: A measure of the inability to achieve overall program objectives within defined cost, schedule and technical constraints.

Risk Identification: Determining which risks are likely to affect the project and documenting the characteristics of each.

Risk Analysis: The process of evaluating risk and risk interactions to assess the range of possible project outcomes. (See procedure QSP-7.1.102)

Risk Mitigation: Reducing the likelihood of the risk or consequence to acceptable levels. (See procedure QSP-7.1.102)

Responsibilities

Managers and supervisors

Procedures

1. The department manager determines the need for application of this formal planning process.
2. The Project manager is usually the department manager but may be otherwise designated as is appropriate.
3. The project manager appoints a project team and planning location.
4. The project manager and project team creates a project plan that may include resource planning, financial planning, quality planning, risk analysis, and acceptance criteria, as appropriate to the project.
5. The project team determines completion schedules as appropriate.
6. The plan is submitted to an executive manager for approval.
7. The project manager implements the plan and reports various phases of completion to the executive manager.

Revision Notes: Changed scope to be more narrow and specific.