PROJECT KICK-OFF:

Project plan

Project plan contents
1 General description of project
1.1 Feasibility study
1.2 Scope and responsibilities
1.3 Design principles
1.4 Permissions
2 Project organisation
2.1 Project group
2.2 Subcontractors
3 Execution plan
3.1 Design schedule
3.2 Procurement schedule
3.3 Installation schedule
3.4 Resource plan
3.5 Risks
3.6 Environmental impacts
3.7 Safety at work
4 Project budget
4.1 Cost estimation and budget
4.2 Schedule of payments
4.3 Reporting
5 Documentation and data management
6 Project meetings and reviews
7 Instructions
7.1 Change procedure
7.2 Approvals
7.3 Inspection and acceptance

Schedule

1 Main schedule
2 Design
3 Procurement
3.1 Critical material and part-deliveries
4 Subcontractor's work and deliveries
5 Installations
6 Tests
7 Commissioning
8 Training

Project agreement

Project agreement contents
1 Project scope
2 Responsibilities
3 Rights
4 Risks
5 Bonuses and sanctions
6 Schedules
7 Payment arrangements
8 Signatures
COMMON KICK-OFF MEETING

Kick-off meeting agenda
1. Project group participants introduction
2. NDA (non-disclosure agreement)
3. Project scope and organising
4. Instructions, standards and methods
5. Schedule, resource plan and budget
6. Communication and meetings
7. Documentation and reporting principles

PROJECT EXECUTION:

SELECTION OF SUPPLIER AND SUBCONTRACTOR

Comparable issues when selecting supplier or subcontractor
1. Price-benefit ratio
2. Quality
3. Knowhow and resources
4. Technical solutions
5. Delivery time
6. References
7. Confidentiality (working for competitor)
8. Reliability
9. Support and guarantee

PROCUREMENT AND DELIVERY CONTROL

Procurement and delivery control
1. Request for quotation
2. Procurement agreement
3. Monthly reports made by supplier
4. Audit at supplier’s premises
5. Monthly meetings with supplier

SUBCONTRACTOR MEETING

Issues to be handled
1. Agreed tasks
2. Schedule
3. Project progress and milestones
4. Responsibilities
5. Important achievements
6. Resource situation
7. Problems and solutions
8. Updating task list (who, what, when)
9. Agreed changes
10. Next meetings (agreed beforehand)
PROJECT TERMINATION:

Documentation up-to date and handover

1. As-built documentation
2. Documents required by authorities
3. Final report
4. Document package handover

Project team closing meeting

1. Final report handling
2. Project result review
3. Project plan execution review
4. Customer satisfaction
5. Personnel satisfaction
6. Experiences and lessons learned
7. Conclusions for new projects

Subcontractor closing meeting

1. Task completion review
2. Subcontractor site work handover

Customer closing meeting

1. Project results and acceptance
2. Documentation handover
3. Work to be done after finishing project
4. Responsibility transfer

Project closing

1. Final calculations
2. Social evening for project group
3. After-sales
4. Questionnaire to customer for project success