Project Management Page – *because no one reads a manual!*

Create a document like this to organize any size project. In this case, short and sweet is more effective. Every team and project will be slightly different but the following broad topics need to be conveyed and reinforced:

Broad Divisions of Responsibility:

- Overall Project Coordination/PM:
- Client Representative/Client PM:
- Production Rooms/Utilities/ Shell Construction PM/CM:
- Process Design and Mass Balance:
- Process and Packaging Equipment Design/Installation
- Quality/Regulatory:
- Production/Operations:

Control Documents:

- Project Team Directory
- Cost Management Spreadsheet
- Block Flow Diagram with Critical Rates
- Project Status Update, Two-Week Look Ahead and Summary GANNT
- Basis of Design
- Equipment List

Standing Meetings:

- Daily Contractor and Safety Meeting at 7:00 am in job trailer
- Tuesday full team progress and coordination meeting: 2 pm CST WebEx
- Monthly Owners review- full day; Schedule, Cost, Risk and Change Management

Communications Protocols:

- Email Effectiveness:
  - *Very Descriptive Subject Line*
  - *Keep it short—only as much as would fit on a single PowerPoint Slide*
  - *"Reply All"—only if absolutely necessary*
  - *After three iterations, pick up the phone and call!*
  - *Use Attachments: they can easily be filed and identified with a good file name: emails cannot*
  - *Texting: only for "ready for lunch?" not for project communications*
- Web conference Effectiveness:
  - *Use WebEx—join early and <u>download</u>, <u>save</u>, and only then <u>run</u> the Webex app.*
  - *Join by computer (not computer audio) and phone, so you can follow the presentations and present (preload and minimize content you will be presenting, before the start of the meeting) Silence your computer mic and speaker.*