



Project Management Process



Kick Off Meeting (KOM)

- Targets
 - Review of the participants
 - Synchronisation of the two engineering teams
 - Verification of the technical and non technical requirements
 - Review of the list of applicable documents
 - Review of the schedule (Gantt with MS project)
- Input
 - Technical specification
 - Non technical specification (EDT, SOW)
 - ECRIN offer including compliance matrix (IADT) to technical and non technical requirements
 - ECRIN Quality Management Plan (QMP)
 - Schedule (Gantt diagram)
 - Présentation of the action list table
 - Review of the risk and opportunity table
 - OBS (Organisation Breakdown Structure)
 - Customer order, order acknowledgment and contract if applicable
- Output
 - Minutes of the meeting
 - Action list table updated
 - Risk and opportunity table updated
 - Schedule updated
- Participants
 - Project Manager
 - Project Quality Manager
 - System Architect
 - Sales Manager
 - Engineering Department Manager
 - Operating Director
 - Customer (purchaser manager and technical manager)
- Duration: ½ day to 1 day

Preliminary Design Review (PDR)

- Targets
 - Presentation of the technical solution
 - Check of the technical requirements
 - Customer approval before going in design details
- Inputs
 - Technical:
 - 3D model (.stp or other)
 - BOM
 - Certificate: ITAR, CECC, Reach, Rohs, radionuclide,
 - Project Documents
 - Definition Document(DD)
 - Justification Document (DJD)
 - PBS (Product Breakdown Structure)
- Outputs
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Pre-Customer Acceptance
- Participants
 - Project Manager
 - Project Quality Manager
 - Engineering Department Manager
 - Engineering designers (mechanical, electronic , wiring, soft)
 - Customer
- Duration : 1 day

Critical Design Review (CDR)

- Targets
 - Presentation of the details of the technical solution
 - Check of the technical requirements
 - Customer approval to launch the production
- Inputs
 - Technical:
 - Final drawings (mechanical, electrical, wiring)
 - Final BOM
 - Electronic folder (schematic, routing)
 - Mechanical simulation, thermal simulation if necessary
 - Information about mass, reliability (MTBF, MTTR), power consumption etc
 - Project documents
 - Definition Document (DD)
 - Justification Document (DJD)
 - Acceptance Test Procedure
- Outputs
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Customer Acceptance -> **Go to production**
- Participants
 - Project Manager
 - Project Quality Manager
 - Engineering Department Manager
 - Engineering designers (mechanical, electronic , wiring, soft)
 - Customer
- Duration : 1 or 2 days

Test Readiness Review (TRR)

- Target
 - Presentation of acceptance and qualification procedures
- Inputs
 - Technical:
 - Tooling and test equipment is defined
 - Project Documents:
 - Acceptance Test Procedure (ATP) and form of the Acceptance Test Report (ATR)
 - Qualification Test Procedure (QTP) for environmental test
- Outputs
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Customer acceptance on procedures (ATP and QTP)
- Participants
 - Project Manager
 - Project Quality Manager
 - Test manager from ECRIN (who follow laboratories)
 - Customer
- Duration : ½ days (conf call)

Production Readiness Review (PRR)

- Target
 - To be sure to have all production equipments and process in place to produce the products
- Input
 - Technical:
 - Tooling, equipment is identified
 - Project documents
 - Control and Production Document (CPD) in preliminary stage
 - WBS presentation (Working Breakdown Structure)
 - Production
 - Supply chain presentation
- Output
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Customer acceptance on procedures
- Participants
 - Project Manager
 - Project Quality Manager
 - Production Manager
 - Customer
- Duration : ½ day (conf call)

Factory Acceptance Test (FAT)

- Target
 - Check the product conformity to each requirement of the technical specification
- Input
 - Technical:
 - Prototype
 - Project documents
 - User Manuel (UM) Maintenance Manuel (MM) Installation document (ID) (hard and soft)
 - Acceptance Test Report
 - CoC
- Output
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Customer acceptance on projects documents and if necessary on derogation document
- Participants
 - Project Manager
 - Project Quality Manager
 - Customer
- Duration : 1 or 2 day

Test Qualification Review (TQR)

- Target
 - Review of the of Acceptance Test Report (ATR)
- Input
 - Project documents
 - Justification document (DJD) final version
 - Acceptance Test Report (ATR)
- Output
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Customer acceptance on ATR and DJD
- Participants
 - Project Manager
 - Project Quality Manager
 - Customer
- Duration : 0,5 day (conf call)

First Article Inspection (FAI)

- Target
 - Verification that all production documents are ready and approved to produce all the future products in the same configuration.
- Input
 - Technical
 - First serie product
 - Project documents
 - Definition Document (DD) Finale version
 - Control and Production Document (CPD) Finale version
- Output
 - Minutes of the meeting
 - Update of Actions list, risks and opportunities table, schedule
 - Customer acceptance on ATR and DJD
- Participants
 - Project Manager
 - Project Quality Manager
 - Product Manager
 - Method Technician
 - Production technician
 - Customer
- Duration : 1 day

End of Project Review (EPR)

- Target
 - Balance of the project: (Technical, Quality, Financial, etc) and verification that all actions are closed
- Input
 - Update of Actions list, risks and opportunities table, schedule
- Output
 - Project closing form filled
- Participants
 - Project Manager
 - Project Quality Manager
 - Quality Manager
 - Sales Manager
 - Customer
- Duration : 1 day