PROJECT CHARTER

Project Charter and Timing Plans
Institute of Technology Tralee
Quality Management, Tools and Techniques in Practice

Automated Verification of Raw Material. (Scrap reduction)

Student: **Bertie Harte**
ID Number: **T00209740**

Date: **27/09/2019**

Project carried out at: [redacted]

Workplace project sponsor: [redacted]
Role: Senior Manufacturing Engineer.

PROJECT CHARTER

Impact Area:	**Electronics Assembly –** [redacted]		
Location:	[redacted]		
Project Leader	***Bertie Harte***	***Contact details***	[redacted]
Project Champion	***Dr. David Gorman***	***Project Owner***	**Bertie Harte**
Start Date	**11th September 2019**	***Target Completion Date***	**24th April 2020**

Element	Description	Team Charter			
1. Business Process:	The business process in which opportunity exists.	Transformative process, converting raw material into etched PCB.			
2. Project Description:	Describe the Project's Purpose	Prevent the processing of incorrectly loaded material through improvements in process and / or technological improvements developed from core quality principles of right the first time, customer focus, teamwork and continuous improvement.			
3. Project Type:	Define the project type (cost savings, cost avoidance, eliminate NVA, cash flow improvement, growth…..)	Quality improvement and cost savings through scrap reduction. Data gathering for potential use in other business opportunities.			
4. Objective:	What improvement is targeted and which are the metric(s) to be used to evaluate progress		**Baseline**	**Goal**	**Actual Result**
		Primary Metric	Quality data.	Zero-escapes.	
		Secondary Metrics	Cycle time.	Not create a bottle-neck.	
		Secondary Metrics	Lack of data on near-miss incidents.	Data on every inspection.	
5. Business Results: (in Euro's)	What is the financial improvement anticipated & when?	Average cost of incorrect material is [redacted]. YTD cost is [redacted] Worst single occurrence was [redacted] Expected improvement is reduce cost to €0 by end Q4 2019.			
6. Team members:	Who are the team members and any expert consultants?	Bertie Harte, [redacted] Dr. David Gorman, IT Tralee Project Supervisor.			
7. Project Scope:	Which part of the process will be investigated?	Handling procedure of raw material loaded to Laser Etch. All areas from material issue in warehouse to final manual loading at Laser etch cell. Receipt→Unpack→Staging (offline)→Transportation→Staging(online)→Load			
8. Benefit to Internal Customers:	Who is the **final** customer, what benefit will they see and what are their most critical requirements?	Just in Time delivery of defect free, correctly etched material is required. Failure to achieve this results in efficiency losses and material losses through scrap. The most critical requirement is Zero defects without additional constraints.			
9. Key Milestones:	**Project 1**				
	Project Proposal	Completion date	20/09/2019		
	Project Charter & Timing	Completion date	04/10/2019		
	Literature Review	Completion date	15/11/2019		
	Status Presentation	Completion date	29/11/2019		
	Project Reflection	Completion date	06/12/2019		
	Project 2				
	Measurement & Analysis	Completion date	06/03/2020		
	Implementing Improvements	Completion date	06/03/2020		
	Recommendations	Completion date	17/04/2020		
	Conclusions	Completion date	24/04/2020		

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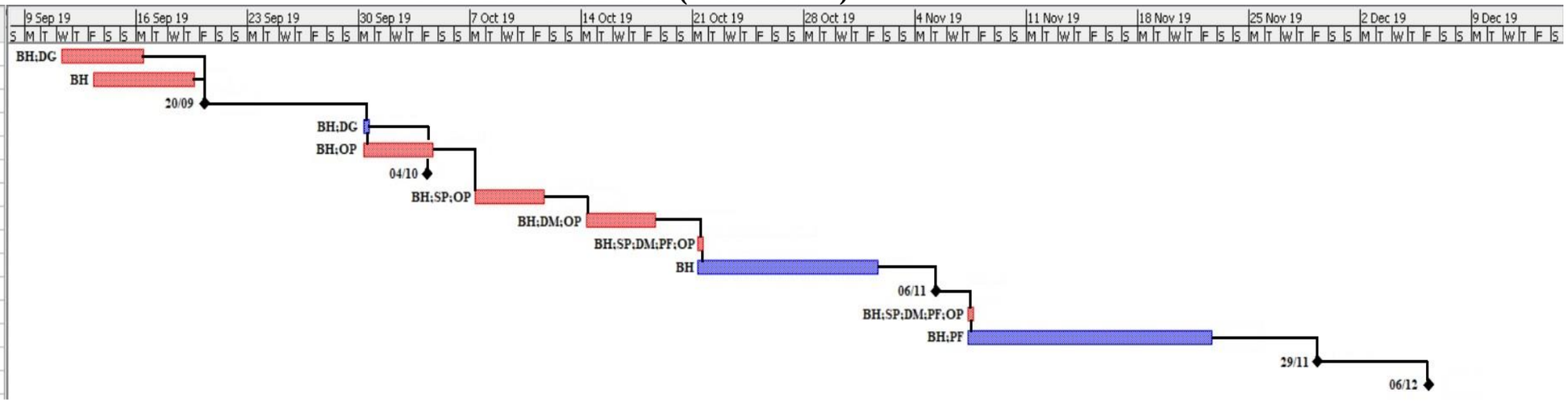
PROJECT TIMELINE (PROJECT #1)

	Name
1	Research Project Area
2	Write Proposal
3	Submit Proposal (Blackboard)
4	Start Project (After Approval)
5	Workplace Meeting #1: Operator interviews.
6	Submit Project Charter & Timeline
7	Study # 1: Process Map & Review Quality data
8	Study #2: Time Study & Activity map
9	Workplace Meeting #2: Discuss finding an suggestions.
10	Software / Hardware development and testing (offline)
11	Installation and live testing (online)
12	Workplace Meeting #3: Solutions Rollout
13	Monitoring, Documentation finalised, Review Quality data.
14	Final Presentation
15	Project Reflection



PROJECT TIMELINE (PROJECT #2)

Name
Review Project Performance and Metrics
Submit Draft Final Report
Finalise Report
Submit Final Report
Final Presentation