
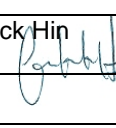


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|  | DOCUMENT NUMBER: SNW-EM-123 |
| DOCUMENT TITLE: Job Description of Project Controller | |

| HISTORY LOG | | | | |
|-------------|-----------|------------------------|---|--|
| Rev. | Date | Description of Changes | Originator | Approver |
| 0 | 31 Mar 11 | Initial | Jeffrey Foo | Lee Kock Hin |
| 1 | 20-Sep-12 | Approved | Jeffrey Foo  | Lee Kock Hin  |
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1 Project Controller (PC)

The Function of Project Controls in projects can be defined as the measurement, monitoring and control of key Project performance parameters of costs, schedule and resource utilization as the Project progresses.

Proper Project Controls involve a systematic way to plan, schedule, budget and measure the performance of a Project. The system is described as the Project Controls System and is made up of a series of tool and templates that helps the Project Controls Engineer to achieve the objectives of Project Controls within any Project. It gives all parties within a Project the information to make corrections as needed, to bring the Project from start to completion, on time and on budget.

2 Responsibilities

- Project Set-Up (In conjunction with the Project Control Manager, establish job-specific WBS, POC requirements, Cash/Funds Flow requirements, which forms the basis for detailed level cost control and reporting).
- Planning/Scheduling (Provide Project Planning/Scheduling services to project teams to ensure that completion dates are being met).
- Distribution and expedition of reports (feedback on man hour validation reports, Administration of Project Target/Control Budget Master-file, Administration Project schedule of rates, etc, coordinate and liaise with PCM for Monthly Internal Commercial Meetings).
- Cost Management/Control (Together with the Project Control Manager, prepare and maintain a Project Control Budgeting and Cost Control System).
- Project Analysis and Forecasting (Analysis of project schedule and costing trends)

- Interface Management (facilitating communication between and among Project-Managers, Discipline Leads, Project Controls Manager and Document Controller).
- Project Updates (weekly progress-collection and updates; schedule updates; cost control and management; change order/variation management; cash flow status; subcontractor progress management; weekly upload of project data to Project Controls Database)
- Project reporting (issue of YEI Internal weekly project status reports and Clients External progress reports)
- To prepare project cost control plans in accordance with project and client requirements for inclusion in the Project Control Plan.

3 Reporting

The PC reports to the Project Controls Manager / Project Manager.

All PSC staff report to their respective department managers for administrative functions.

4 End of Document