
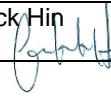


	DOCUMENT NUMBER: SNW-EM-392
DOCUMENT TITLE: Project Archiving	

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 

1 Summary

After proper housekeeping, the knowledge gained in the project must be archived in the PSC knowledge archive. This process is called the Project Archive.

The purpose of the project archive is to make documents and experience gained from past projects available to others for reference or reuse. This may be for sales, marketing or engineering knowledge.

The upwards spiral of innovation is fed by sharing adequately tested and tried solutions.

2 Reference

Please see SNW-EM-392.1, Project Archive Workflow Diagram.

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3 Project Archive

Project archive consists of two aspects:

- Project Extract – Project engineering spec, design drawings, etc that are extracted and stored in PSC electronic engineering library.
- Project Save – Project DB save, DB save, that are stored in appropriate media and kept in the physical media (CD or DVD)

These are explained in the following sections.

4 Project Extract

Project Extract refers to useful and reusable solutions project engineering documents and reference data. Project Extract data may be grouped according to standard project directory folders. Typical documents in the following categories are shown below for reference:

4.1 Sales

- Quotation
- Bill of material
- Purchase order
- Customer requisition

4.2 Project management

- Project execution plan
- Organization
- Communication route
- Schedule
- Document ledger
- Cost control
- Change orders
- Progress report
- Customer requirement
- Training document
- Shipping

4.3 Project engineering

- IO database (if applicable)
- Hardware spec
- Shipment list
- Console
- Marshalling cabinet
- Sever cabinet
- Installation
- Spare parts list

4.4 Solutions engineering

- System configuration (solutions architecture)
- Functional Design specification (and/or "As built documentation")
- MMI spec (usually from DCS graphics)
- Report template spec
- Storage load calculation

- ENG TOOL experience

4.5 Sub-system engineering

Third party interfaces to subsystems are to be extracted from the functional spec and uploaded separately. Sub-system interface spec (LIMS, SAP & OPC interface sub-system)

4.6 Testing

- FAT procedure
- FAT checksheet
- FAT punchlist
- FAT plan
- FAT report
- SAT procedure
- SAT punchlist
- SAT report
- Walkthrough

4.7 Panel engineering (if applicable)

- Panel numbering philosophy
- Server cabinet
- Marshalling cabinet
- Heat, power, weight

5 Project Save

The project save consists of two parts:

- Project DB save
- Solutions DB save

Only the latest copy of these shall be archived in the PSC file server.

5.1 Project DB save

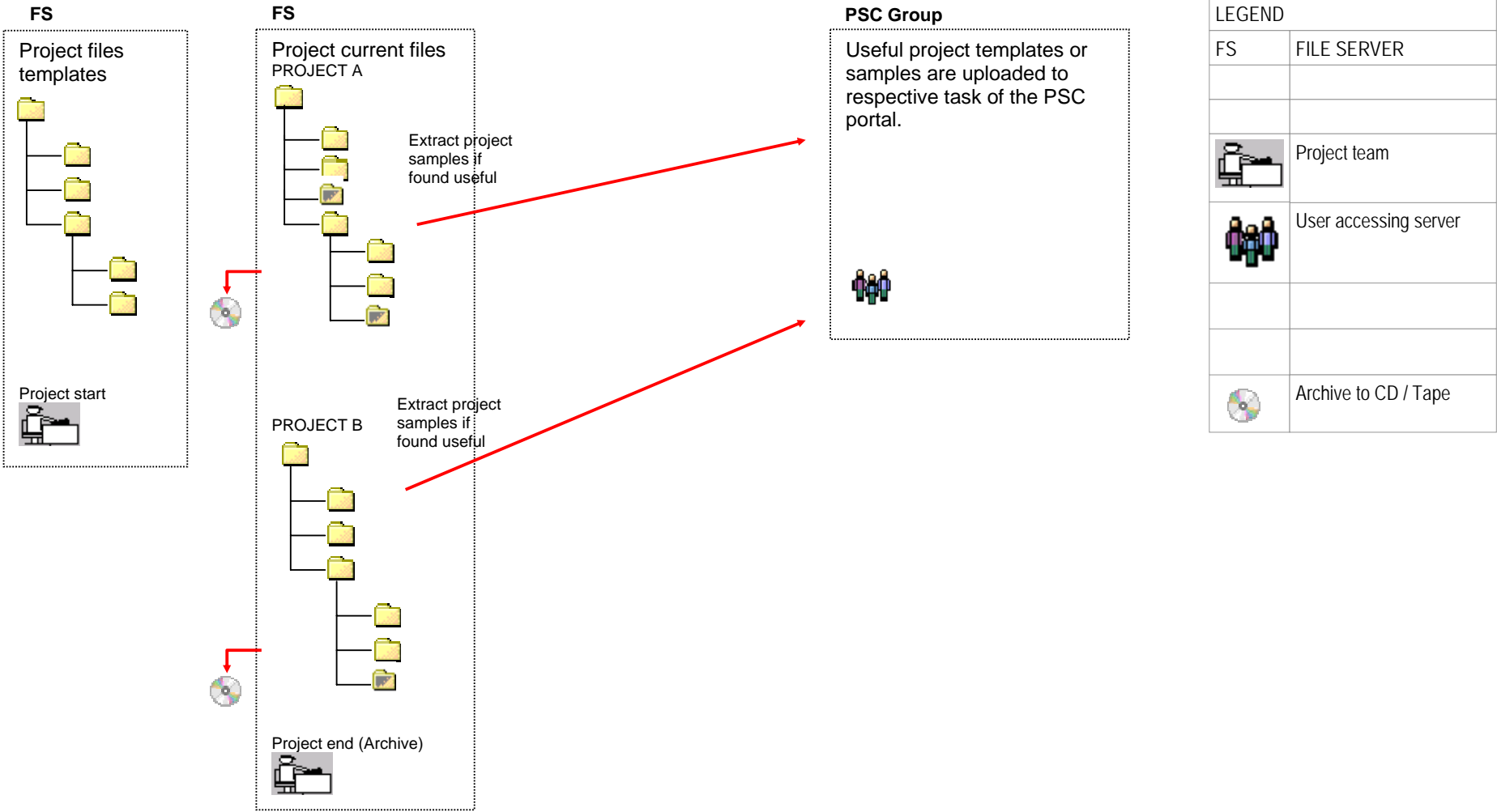
The Project DB save refers of project engineering database save. These include the project graphics, report, OTS model, HW specs etc.

Project DB save are backed up to appropriate media (CDROM or DAT tape) and stored in the PSC library in cabinet. These media are subject to PSC document retention policy.

5.2 Solution DB save

Solution DB save refers to Solution application system database save. These include SQL DB (PIMS), optimizing configuration, customer specific application & configuration, etc.

Solution DB save are backed up to appropriate media (CDROM or DAT tape) are stored in PSC library in cabinet. These media are subject to PSC document retention policy.



6 End of Document