
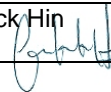
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HISTORY LOG				
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0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo 	Lee Kock Hin 

1 Client KOM preparation

The KOM is an important meeting. It clarifies the scope of the project and develops technical details necessary for execution of the project.

Preparation is essential for ensuring a useful and productive KOM so that scopes of the project and communication interfaces are well established.

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2 Responsible party

- Project Manager
- Lead Engineers.
- Lead Solutions Engineers.

3 KOM documents

The following documents should be prepared for KOM.

- Project organization chart
- Project communication route
- Project execution plan
- Project schedule
- System configuration diagram
- Document numbering system
- Bill of material
- Scope of work

- Document list, Yokogawa documents for client approval

4 KOM agenda

The following items should be discussed at KOM

- Project organization chart
- Project communication route
- Project execution plan
- Project schedule
- System configuration diagram
- Document numbering system
- Bill of material
- Scope of work
- Document list, Yokogawa documents for client approval
- Information and documents required from client
- Technical clarifications
- Vendor document handling, client requirements, and forms if any

5 End of Document