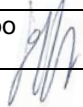
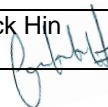


<b>YOKOGAWA</b> 	DOCUMENT NUMBER: SNW-EM-112
DOCUMENT TITLE: Project Manager	

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 Manager (PM)

The Project Manager manages the project from initiation to completion. The Project Manager may be assisted by one or more Lead Engineers, depending on the size of the project. In large projects, a Deputy Project Manager may be assigned.

## 2 Responsibilities

- The PM is responsible for all aspects of the project, and for fulfilling the scope of service and supply for the project.
- The PM shall manage all engineering activities within the project organization, with support from specialist engineers, sub vendors, etc.
- The PM shall be the single point of contact to the client and to YEI management on all aspects of the project. All project communication shall be addressed to or copied to the PM.
- The PM shall develop the organization chart for the project.
- The PM shall mobilize or de-mobilize staff as required for the project.
- The PM is responsible for planning, monitoring and controlling the project.
- The PM shall co-ordinate with client, vendors and internal YEA departments as required for the project execution.
- The PM shall input data to the NMP system for financial monitoring and reporting of the project by YEI management.
- The PM is responsible for Quality Assurance within the project, including all outgoing checks on the system. See SEW-HM-002, Quality Manual.
- The PM shall perform project milestone reviews (PM checklists) and file the records of these checks in the project control folder. The PM checklist series are mandatory quality records of the project.
- The PM shall submit monthly progress reports to PMO head.
- The PM shall submit progress reports to the client, as per project requirement.
- The PM shall ensure all deliverables, including documents, are delivered to the client.
- The PM shall negotiate, plan, submit change orders for approval, and execute change requirements raised by the client. He shall also complete all commercial matters pertaining to change orders.
- The PM shall be responsible for all site activities. If required in the scope of the project, PM shall mobilize staff and manage all site work, including system installation, start-up, commissioning, cut-over, etc.
- If there is a service contract, PM shall handover the project to service department.
- The PM shall submit a project closure report to PMO head at the end of the project.

### **3      Reporting**

The Project Manager shall report to PMO head. All project staff shall report to the Project Manager. All PSC staff report to their respective department managers for administrative functions.

### **4      End of Document**