
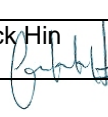


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| <b>YOKOGAWA</b>  | DOCUMENT NUMBER:<br><b>SNW-EM-511</b> |
| DOCUMENT TITLE:<br><b>Project Progress Reporting</b>  |                                       |

| 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 Progress Reporting**

Within the project, the Project Manager shall decide the types of reports and updates to be submitted by his staff.

Project Manager shall monitor the progress of the project from the project schedule, project document list, etc. These are updated by the persons responsible in the project.

## **2 Responsibilities**

- Project Manager

## **3 Project Reports to PSC Operations Head**

Project Manager shall submit monthly progress report to Department manager in charge of the Project Managers group (PJM).

## **4 Project Reports to client**

Project Manager shall submit progress reports to the client. The frequency of reporting shall be decided by the Project Manager and the client.

## **5 Project manpower loading and utilization**

Project Manager shall update PMO head on manpower loading and utilization for the project.

## **6 End of document**