

YOKOGAWA 	DOCUMENT NUMBER: SNW-QM-112
DOCUMENT TITLE: Project Management and Engineering Milestone Checks	

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 Engineering Milestone Checks

Quality Assurance and Control are achieved by means of Project Management and Engineering Milestone Checks carried out at specific milestones in a project. These reviews are defined as an internal audit.

Each milestone check sheets contain wisdom gathered from past projects. The milestone checks sheets are intended to lead to successful completion of the project.

The completed milestone checks are important Quality Records for the project. These documents constitute evidence of Quality Control activities in the project.

The PM shall develop a schedule for the execution of Project Management and Engineering Milestone Checks for the project. The schedule of the milestone checks are reviewed by the Project Quality Manager / Department Manager.

The following are the sets of milestone checks used for Project Management and Engineering work at Process Solutions Center (PSC)

- PM(S) milestone check series
- PE(S) milestone check series
- SN milestone check series

Project Management and Engineering Milestone Checks are either used electronically or hardcopy. Electronic copies are controlled by security settings on the folder in which they reside while hardcopies are controlled by handwritten signature.

Completed milestone check sheets are uploaded either in standard project directory structure or QA PSC portal.

In the event of outstanding issues, it may be necessary to re-visit the particular Project Management and Engineering Milestone Check again at a future date – thus giving rise to a new version of the document. Versions are managed electronically in either standard project directory or QA PSC portal.

Status of the Project Management and Engineering milestone checks are monitored by Project Quality Manager / Department Manager on a fixed interval and reported into QA PSC portal.

1.1 Acronyms and Abbreviations

All abbreviations used in this document are as follows:

PM(S) milestone check	Project Management(solutions) milestone check
PE(S) milestone check	Project Engineering(solutions) milestone check
SN milestone check	Solution Engineering milestone check
QA	Quality Assurance
PSC	Process Solutions Center
APC	Advance Process Solutions
MES	Manufacturing Execution Systems
LPE	Lead Project Engineer
LSC	Lead Solution Consultant
LSE	Lead Solution Engineer

1.2 References

Doc.No.	Document Title
SNW-EM-301	Solutions Engineering Workflow
SNW-OM-409	PSC Document Detention Policy

2 PM(S) and PE(S) milestone check series

The PM(S) and PE(S) milestone check series are concerned with overall project management and project engineering activities respectively and mandatory for all projects at PSC.

The PM(S) milestone check series are generic and independent of the type of system involved in the project whereas the PE(S) milestone check series are only applicable to Yokogawa Solutions projects executed by PSC.

The dates of PM(S) & PE(S) milestone check series are provided by the PM and maintained in QA PSC portal.

Master PM(S) and PE(S) milestone check sheets are located either at the Department or QA PSC portal.

The PM(S) milestone check series are structured as indicated here:

Milestone	Document name.	Done by	Endorsed by	Certified by
Project Initiation	PM(S)-1.1 CHECKLIST	Project Manager	Review team	N.A.
Site Initiation	PM(S)-1.2 CHECKLIST	Project Manager	Review team	N.A.
Project Planning	PM(S)-2 CHECKLIST	Project Manager	Review team	N.A.
Project Execution	PM(S)-3.1 CHECKLIST	Project Manager	Review team	N.A.
Project Close out	PM(S)-4.1 CHECKLIST	Project Manager	Review team	N.A.
Site Close out	PM(S)-4.2 CHECKLIST	Project Manager	Review team	N.A.

The PE(S) milestone check series are structured as indicated here:

Milestone	Document name	Done by	Endorsed by	Certified by
Project Initiation	PE(S)-1 CHECLIST	LPE	Project Manager	Review Team
Basic Design Phase	PE(S)-2 CHECKLIST	LPE	Project Manager	Review Team
Detailed Design and Implementation Phase	PE(S)-3 CHECKLIST	LPE	Project Manager	Review Team
Pre-FAT Phase	PE(S)-4 CHECKLIST	LPE	Project Manager	Review Team
Pre-Shipment Phase	PE(S)-5 CHECKLIST	LPE	Project Manager	Review Team

All activities are important in any projects. Objectives of the milestone checks are stated in the individual PM(S) and PE(S) milestone check sheets.

Each completed PM(S) and PE(S) check sheet is a quality record endorsed and certified by the Project Manager and the review team, indicating that the recommended checks on the project at the particular milestone have been carried out.

The findings and the follow up action are recorded in the PM(S) and PE(S) check sheets. They also serve as useful historical information that is useful for new staff joining the project.

All completed milestone check sheets are filed electronically either in the QA folder of the standard project directory structure or QA PSC portal.

3 SN milestone check series

The SN milestone check series are concerned with solution engineering activities and are mandatory for all Yokogawa solution project executed by PSC.

The dates of SN milestone checks are provided by the LSE (in consultation with PM) and maintained in QA PSC portal by the Solution Engineering Manager.

Master SN milestone check sheets are located either at the Department or QA PSC portal.

The SN milestone check series are structured as indicated here:

Milestone	Document number	Done by	Endorsed By	Certified By
Functional Specification Planning	SNW-JC-021	LSE	Project Manager	Review Team
Functional Specification Review	SNW-JC-022	LSE	Project Manager	Review Team
Generation Planning (Implementation)	SNW-JC-024	LSE	Project Manager	Review Team
Generation (Implementation) Review	SNW-JC-025	LSE	Project Manager	Review Team
Internal Test Review	SNW-JC-026	LSE	Project Manager	Review Team
Pre-shipment Review	SNW-JC-027	LSE	Project Manager	Review Team

All activities are important in any projects. Objectives of the milestone checks are stated in the individual SN milestone check sheets.

Each completed SN milestone check sheet by the project team members with endorsement from Project Manager signified the Quality Control activities of the project. Certification of the endorsed SN milestone check by the review team signified the QA activities of the project.

The findings and the follow up action are recorded in the SN milestone check sheets. They also serve as useful historical information that is useful for new staff joining the project.

All completed milestone check sheets are filed electronically either in the QA folder of the standard project directory structure or QA PSC portal.

4 End of Document