
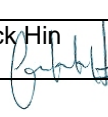


<b>YOKOGAWA</b> 	DOCUMENT NUMBER: SNW-EM-315
DOCUMENT TITLE: Project Preparation	

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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representative

## **1 Project Preparation**

The Project Manager and Lead Project/Solutions Engineers shall clearly understand the scope of work for the project, itemize the deliverables and develop project execution plan.

Make arrangements for staff (or vendors) attending the KOM. This phase includes the development of:

- Scope definition, scope planning
- Activity definition, activity planning
- Resource planning
- Cost management planning
- Project Execution Plan

## **2 Responsible party**

- Project Manager

## **3 Process Inputs**

- Customer requisition specifications
- Customer commercial and technical specifications
- Yokogawa quotation
- Yokogawa compliance / deviation list
- Commercial terms and conditions
- Project schedule, draft

## **4 Work Instruction**

- Nil

## **5 Process Outputs**

- Project Execution Plan
- Agenda for KOM
- Project schedule
- Project organization chart
- Project document list
- Project document numbering system
- Project scope of work
- System configuration diagram
- Project BOM
- Project compliance and deviation list

- Others as required for the project
- P & I D or equivalent document, if available
- Tag list database, if available
- Technical clarification list
- Technical deviations list

## **6      End of document**