
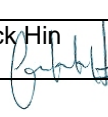


YOKOGAWA 	DOCUMENT NUMBER: SNW-EM-309
DOCUMENT TITLE: Project Initiation	

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 Initiation

Initiation results in official recognition that a project exists and provides approval for a project to begin. Initiation is the process that allows engineering management to recognize that the specific project (previously marked as “Forecast” project is now ready to be activated and the project status will be changed to “Current” project. An important aspect of this process is the allocation of staff for the project.

Project initiation results in a go / no go decision. This is based on the contract review process carried out at sales.

Project Manager is identified, leading to the formation and mobilization of the project team. This is based on the job requirements and the skills of the available staff.

2 Responsible party

- Sales Manager
- PSC Operations Head
- Project Manager

3 Process Inputs

- Quotation work file, containing quotation work sheets
- Letter of Intent or Purchase Order
- Yokogawa quotation
- Customer requisition specifications
- Customer commercial and technical specifications
- Yokogawa compliance / deviation list
- Proposed project schedule
- Commercial terms and conditions
- Price authorization sheet
- Contract review checklist

4 Work Instruction

- Nil

5 Process Outputs

- Project Registration with finance
- Assignment of Project Manager
- Formation of project team
- Acceptance of the contract review checklist.

6 End of Document