**Quality Control and Assurance for Project Management**

1. **Purpose**

This Quality Control (QC) and Quality Assurance (QA) manual establishes the minimum requirements for the development and maintenance for the process of managing a project from the initial phase of contact with the client, to managing the job until completion and documenting the process from beginning to end. This plan is designed to state Midwestern Contractors (MW) management’s intentions for insuring that the process of managing projects will be done in an accurate and timely method that will suit its customer’s needs and expectations. This plan authorizes management, operations management, project managers, supervisors and associates to implement these procedures within the parameters specified in this plan.

1. **Scope**

This manual will determine the minimum requirements for applying and documenting the processes that will be used in project management. Additionally, this manual will reference inspection check lists and quality measures taken at each phase of the project to assure quality control throughout the project. The manual is set-up to follow the process of project management in sequential order as demonstrated by the Project Manager Flow Chart. As such, this manual will mirror the process of a project from the beginning to the end and the interactions that take place during this process by detailing these processes in the same order using a checklist that will be documented as part of this process. Not all projects are alike so not all steps in this manual will need to be adhered to. When a step is considered non-essential to a given project, the project manager will check the N/A box on the checklist. QC and QA of the documents, records and processes will be defined for each step of the project management overall process.

1. **Definitions**

Controlled Document – a document that is an official part of the QMS and can be either a procedure or a record. This document will be tracked by a unique identifier and revision date and be stored securely. This document will have required adherence.

Documented Communications –written record(s) kept by the project manager to document relevant communication between any and all entities on a project including the Owner Company, Suppliers, Subcontractors and Company personnel.

ECMW – refers to Electric Conduit Construction and Midwestern Contractors also referred to as the Company.

Estimating Phase – the initial phase of the Project Manager’s responsibility for the job. In this phase the PM will initiate contact with the Owner Company for the purposes of providing a quote to complete a job.

Management – refers to ECMW management who has ultimate authority over the QMS and sets guidelines and aids the Project Manager in his/her duties.

Pre-Project Planning Phase – the part of the Project Manager’s responsibility which will include the transition from Estimating to Project Management. At this phase, the Owner Company has given ECMW a written requisition for work and the PM will use that to prepare the job.

Procedure – a document that defines a process.

Project Closure Phase – in this phase, the Project Manager will work to close out and complete an ongoing project.

Project Management Phase – this phase will entail the managing of an ongoing job by the Project Manager.

Project Manager – the responsible person in-charge for an individual project. This person has responsibility and authority to manage all four phases of a project as defined in Section 4.01 and throughout this document.

Quality Assurance – the process of proactively examining and auditing a process as it is being performed.

Quality Control – the process of obtaining a quality finished product by examining and auditing completed jobs.

Quality Management System - a set of interrelated or interacting processes used to direct and control how quality policies are implemented and are achieved. The adherence to these policies is ensured through the use of records, documentation and internal audits.

Record – a document that requires data to be populated in its fields. This can take the form of a spreadsheet, database or checklist.

1. **Statement of Work**

4.0.1 The Company considers Project Management to be the key phase in the Quality Management System. The phases of Project Management are: Estimating Phase, Pre-Project Planning Phase, Project Management Phase and Project Closure Phase.

4.0.2 Project Managers must show competency in all four phases of the Project Management process. This will be demonstrated through periodic internal audits as determined and measured through ECMW-QMS-002 Internal Quality Audits or ECMW-QCD-006 Internal Audit for Project Management as determined by ECMW-QCD-004 Audit Schedule.

4.0.3 Project Managers will document proof of work for any jobs which are bid jobs that exceed $50,000 or two weeks in length by completing checklist ECMW-QCD-003.

4.0.4 Project Managers will document proof of insurance by completing checklist ECMW-QCD-007. Documentation will initiate for all projects starting on April 9th, 2014.

4.0.5 Midwestern Contractors Project Managers will keep documentation of critical paperwork as determined through the Project Binder MW-QCD-008.

**5.0 Documentation**

5.0.1 Documentation List:

* ECMW-QCD-003 Project Management Check List
* ECMW-QCD-004 Audit Schedule
* ECMW-QCD-006 Internal Audit Project Management
* ECMW-QCD-007 Insurance Coverage Check List
* MW-QCD-008 Midwestern Contractors Project Binder
* Subcontractor Invoice Payment Flow Chart (Reference Only)
* Job Guidelines for Electric Conduit Construction & Midwestern Contractors Project Managers (Reference Only)