### \*\*Step-by-Step Project Management Guide\*\*

This guide explains the basic steps of project management for beginners, including key activities and terms with references to relevant sources.

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#### \*\*Step 1: Setting Project Objectives\*\*

1. \*\*Identify customer requirements\*\*:

- Clarify technical, business, and process requirements.

- Document: IATF 16949, §4.3.2 (Customer-specific requirements must be included in the quality management system scope).

2. \*\*Define project deliverables\*\*:

- Specify what the project must deliver (e.g., product, prototype, documentation).

- Document: KOSTAL Quality Guideline, §1.4 (APQP includes planning of key project outputs).

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#### \*\*Step 2: Creating a Project Plan\*\*

1. \*\*Develop a project plan\*\*:

- Include key milestones, timelines, and responsibilities.

- Document: IATF 16949, §6.2.2.1 (Planning project objectives and timelines).

2. \*\*Obtain customer approval for the plan\*\*:

- Ensure any changes to the plan are agreed upon by the customer.

- Document: VDA 6.3, §2.3 (Approval of the project plan by the customer).

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#### \*\*Step 3: Assembling a Project Team\*\*

1. \*\*Define roles and responsibilities\*\*:

- Each team member must have clearly defined duties.

- Document: IATF 16949, §5.3.1 (Organizational roles, responsibilities, and authorities).

2. \*\*Allocate necessary resources\*\*:

- Assign human and material resources required to complete tasks.

- Document: KOSTAL Logistics Guideline, §2.1 (Planning and availability of resources).

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#### \*\*Step 4: Executing the Project\*\*

1. \*\*Follow the plan\*\*:

- Regularly monitor the progress of activities against the timeline.

- Document: IATF 16949, §8.1 (Operational planning and control).

2. \*\*Manage risks\*\*:

- Identify risks and implement measures to mitigate their impact.

- Document: AIAG FMEA Manual, Chapter 2 (Failure Mode and Effects Analysis).

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#### \*\*Step 5: Managing Changes\*\*

1. \*\*Record all changes\*\*:

- Each change must be analyzed, approved, and documented.

- Document: KOSTAL Terms and Conditions of Purchase, Chapter VI (Change management and documentation).

2. \*\*Communicate changes to the customer\*\*:

- Inform the customer if the changes affect project objectives.

- Document: VDA 6.3, §2.6 (Communication of changes to the customer).

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#### \*\*Step 6: Ensuring Quality\*\*

1. \*\*Verify the quality of deliverables\*\*:

- Conduct control tests based on planned criteria.

- Document: KOSTAL Quality Guideline, §6.2 (Planning of tests and quality verification).

2. \*\*Document test results\*\*:

- Archive all results as evidence of compliance.

- Document: IATF 16949, §7.5.3.2 (Control of documented information).

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#### \*\*Step 7: Closing the Project\*\*

1. \*\*Evaluate the project\*\*:

- Conduct a final review (Lessons Learned) and document findings.

- Document: IATF 16949, §10.3 (Analysis and improvement of processes).

2. \*\*Handover deliverables to the customer\*\*:

- Ensure that deliverables meet specifications.

- Document: VDA 6.3, §3.5 (Finalizing the project and handing it over to the customer).

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This step-by-step guide integrates the requirements of key documents and provides a basic overview for beginners in project management. Each step includes relevant references to specific paragraphs for better clarity. If you need more detailed elaboration on any step, feel free to ask.