

# **PMO Consulting @ Chemfab Alkalies Limited (CAL)**

**Date: 29-30-Apr-2014**



**CHEMFAB ALKALIS LIMITED**



# Objective of Consulting

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- Review Project Closure Report
- Review Project Plan and Project Documents of Plant1-Upgradation Project
- Baseline Directory Structure for CCU Project Artifacts
- Review Project Schedule of CCU Project
- Share Project Closure Reports with Key Stakeholders
- Review effectiveness of PMO



# Configuration Management

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- Project Directory Structure is finalized and Created for CCU project & PMO. It will help in
  - Quickly start putting documents at right place for a new project
  - Knowing what different types of document required for managing project
  - Access permission of these folders & documents
- Naming convention and document versioning approach is shared with project team. It will help in
  - Eliminating duplicity of documents
  - Reducing search time of documents
  - Accidental removal of important document
  - Regular backup of project documents



# Project Schedule Review

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- Discussed naming of resources, their attributes like specification, types, quantity
- Discussed how to manage inventory resources and project activity resources separately
- Discussed that inventory resources should be assigned to procurement activities. Use lag to manage duration gap between procurement order and order fulfillment
- Discussed earned value should be assigned only when resource is utilized in project activity not when resource is purchased
- Discussed that contractual resources should be managed using work resource and assign monthly rate for the activities
- Discussed that to avoid cost increase of contractual resources assign rate as zero beyond the contract date
- Discussed naming convention of activities
- Discussed assignment of resources to project activities
- Discussed that earned value is not possible for those activities which are having only cost resources



# Define Processes

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- Based on your previous project experience and lessons learnt report project management team should
  - Define key processes
  - Related checklist
  - Related templates
- Put all these processes, checklist, templates in PMO folder
- Customize PMO documents based on the project need



# Follow up

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- Complete project closure report and send for review by 2-May-2014
- Complete project schedule and send for review by 10-May-2014
- Define some customized reports from MSP for regular reporting
- Project Audit in Jun first week (one day)



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