# SOP: Project Startup

**Configuration Management**

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**Purpose**

How to start a new project?

**Audience**

1. PMO head
2. HoDs
3. Project managers
4. Meeting Recorder

**Guidelines**

1. NIL

**Inputs**

1. Accepted sales order by the organization

**Steps**

1. Sales Order accepted by TEAM and project file is prepared based on the presales information. (Sales)
2. Communicate to all the HoDs that a new project has been accepted by TEAM. (Sales)
3. Assign Project Manager to the Project and inform to all the HoDs (PMO)
4. Prepare a work order (Sales)
5. Upload work order in oracle (Sales)
6. Prepare and allocate budget for the project (Sales)
7. Upload the budget in Oracle (Sales)
8. Upload the project in PWA (Projec Web Access) (PMO)
9. Conduct CRM (Contract Review Meeting) (Sales)
10. Prepare a High Level Plan based on the CRM commitment (PM)
11. Upload technical documents in Oracle (Sales)
12. Internal Project Initiation (Optional) (PM/PMO)
13. Prepare a detail project plan

**Exit Criteria**

1. PM is assigned to a project
2. Budget related information is entered in the Oracle system
3. Template plan is created in PWA, budget resources are assigned and budget information entered in the plan

**Validation**

1. Project is available with all key information in PWA Project Centre