# SOP: Project Output Dispatch

**Configuration Management**

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| **Document Name** | 11-SOP: Project Output Dispatch | | |  |
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| Hari Thapliyal | 25-Apr-18 | Viswanathan |  | V1.0 |
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**Purpose**

Project management activities for dispatching an equipment to customer.

**Audience**

* PMO head
* Project managers
* HoDs of Sales, Finance, QC, Production and Store

**Guidelines**

1. NIL

**Inputs**

1. Product ready to dispatch

**Steps**

1. Product completion verified. IRN & MFGC report is prepared. (QC)
2. Production department is informed about completion. (QC)
3. Item come is generated. (Production)
4. Inform to Finance, Store for sale order, delivery challan and invoice preperation. (PM)
5. Create Sale Order (Finance)
6. Create Delivery Challan (Store)
7. Create Invoice (Finance)
8. Update Project Plan (Invoice #, Invoice date) (PM)
9. Communicate to client that the dispatch is done from our side (PM)
10. Communicate to QC that final documentation need to be ready (PM)
11. Prepare Final documentation (QC)
12. Communicate to Finance about PBG preparation (PM)
13. Prepare PBG (Finance)
14. PBG & Final document handover to client (??)
15. Communicate to Sales for the payment followup (PM)
16. Payment followup with client (Sales)
17. Update the Project Plan about payment received, date of receiving

**Exit Criteria**

1. SO released
2. DC released
3. PGB released
4. Final documentation handed over
5. Invoice raised
6. Payment received
7. Project plan updated

**Validation**

1. Project schedule in PWA is updated