PMO Consulting Phase 4- SOW & Requirements

**Offline Work Possible. May need short discussion/clarification over email/phone (1-2 days)**

**From Swamiji**

1. LD dash board should have timeframe selection scale. (need input on timeframe unit & display format)
2. License assigning of Head-PPC and PPC members. (need discussion)
3. Checklist to monitor PMO efficacy. (need discussion)
4. How to add new resource name/action owner in action register. (I think it has been explained in last exercise, VN knows this. Let me know if any other action required it)

**From VN**

1. Checklist to monitor PMO efficacy (Duplicate to Swamiji)
2. Change issue register to take input of actions (need input)
3. In job despatch plan POC to be corrected (need input)

**Onsite Working Required (1-2 weeks depending upon complexity of the requirement)**

**From Swamiji**

* Milestone name & critical activity flag – further discussion and action on latest e-mail dated 04th March. (ok, let’s discuss)
* WIP POC ( % of completion) job wise and activity wise instead of hours tracking which is there currently. (need input)
* LD project wise. Addl. Column to be added to manually enter actual LD incurred. – As of now this is done through manually entering the actual incurred LD in project information in MSP but it is not solving the purpose. (ok, let’s discuss)
* Explanation on modified S-curve in power BI. (ok)
* Training on planning defects tab, interpretation and fixing it. (ok)
* Manpower/ Resources, ABG and PBG, Fin view to be utilised and presented. (need input)

**From VN**

1. All PMO info must be pre-validated and no errors. BI dashboards must be updated real time. Despatch details are blank in CEO DB at present. (I can tell you how it can be done, but making data entries, ensuring their completeness and correctness is routine process. Some senior person within org should own this. If any issues are identified in formula or tallying data from one sheet to another then I can fix those as and when identified. There is no perfect system we make is workable for us by tuning it continuously based on our need)
2. Payment milestone to be setup with invoice no. post despatch, invoice date and payment date. Format to be freezed. (what format? I think one flag need to be created in master and then use in all the plans at the time of planning or first time updation)
3. LD project wise. Addl. Column to be added to manually enter actual LD incurred. (I think it was done in our last exercise, aren't you using?)
4. To Add transportation charges and spares charges in Despatch DB report to value. (I think this also is done in our last exercise, aren't you using?)
5. Task no to be fixed for each task. Task no should not change when an entry is added in MSP. (I think this is done in our last exercise, have you not implemented it?)
6. Material tracker for all materials job wise. Format to be freezed. Oracle reports : PPC indent tracking report and OSP Report has the data. (Need discussion)
7. Sub con tracker. Format to be freezed (Need discussion)
8. Project closure checklist to be followed by all PMs (Need discussion)

**Not Sure about work**

**From Swami Ji**

* Overview of the updated powerBI dash boards.
* Formats, MIS to be reviewed with frequency at each level. (this and point below are related)
* SOPs, formats, sequence to be followed D,W,M,Q, H and Annually as in daily, weekly, Monthly, Quarterly, Half yearly. (I think it was part of my last report. You can follow that, unless there is something more specific)

**From VN**

* Plan vs actual week wise and project wise (need discussion)
* Production Manhours budget vs actual from start to finish (need discussion)