This is new and will take some adjustment as it always does when starting a new project, but it will be consistently reinforced and it's with honest and timely feedback that we will figure out how we can most effectively work together.

Project engineering is NOT task coordination between teams it's the interface between project management and those who produce the deliverables. We focus our efforts on these four things to prevent rework and wasted time

1. What are the priorities?
2. Where do we find *that* information?
3. Am I working on / from the right version?
4. What did we decide to do about this thing again?

We do this by setting clear priorities, monitoring how working items are maintained, and generating effective logs of project information, decisions, risks, and changes from the constant stream of inputs across all sources.

Here are specific needs that project engineering has from each team:

1. This project work instruction is to be followed for how to use Sharepoint as your working directory: TRM003-001-0240-PRO-0001_Working Items Naming and Versioning Procedure.docx
   - Ask us question about how to effectively implement this in your team. Project engineering is your resource to draw on for this need.
2. Report to project engineering on these seven needs BEFORE they become HOLDs:
   a. Information from the Client
   b. Clarification over scope
   c. Direction on priorities
   d. Decisions between alternative approaches
   e. Opportunities to save time or money
   f. Risks of change to scope, budget, or schedule
   g. Approval to proceed
3. Report all deliverables that are on HOLD because of needs not being addressed
4. When reporting on meetings with the Client that project management isn't present at you can use this RAIL template, but you are not required to:
   - Project specific RAIL: 0261 Action Items → _References → TRM003-001_RAIL_TEMPLATE.xlsx
   - Here's the standard Lauren template: Atrium → 402 Project Management & Project Engineering → Project Tracker RAIL Template.xlsx
   - So long as you can effectively report on these seven things ('a' through 'g') that's sufficient for what project engineering needs from you and you can keep track of things however suits you best.

a. Information received from the Client
b. Clarification over scope
c. Direction on priorities
d. Decisions between alternative approaches
e. Opportunities to save time or money
f. Risks of change to scope, budget, or schedule
g. Approval to proceed (this should not be occurring when project management isn't present)