

KICK OFF MEETING

Sparkline

5877008-1819

Project Name: <u>Calvin wanted job done</u>	PM: <u>Robin Siddhant</u>	KOM DATE: <u>23/7/18</u>
PROJECT CODE: <u>5877008-1819</u>	CUSTOMER NAME: <u>Steven's Healthcare</u>	PO DELIVERY DATE: <u>15/8/18</u>

Following Points need to be addressed in KOM:

S.N.	KOM discussion points	Applicable Y/N	Discussion Lead - Dept	Action Owner	Target Date	Remarks / KOM MOM Reference
1	Introductions of projects and project team	Y	Project	Robin		
2	Project Overview / Background	Y	Project	Robin		
3	Customer Overview / Background	Y	"	"		
4	Project criticals / importance briefing	Y	"	"		
5	Customer contact list/ escalation	Y	"	"		
6	Agreements & responsible person for relevant department	Y	"	"		
7	Design F/B basis study of technical sheet etc.	Y	Design	Siddhant		
8	Present project schedule	Y	Project	Robin		
9	Project milestones (Task & Activity planning)	Y	"	"		
10	Critical path of this project	Y	"	"		
11	Discuss deliverables / Interdependencies	Y	"	"		
12	Customer dependencies	Y	"	"		
13	Copy of advance indent, (if any), raised for meeting short delivery commitment of the project.	Y	"	"		
14	Ex-stock items (Import Or Domestic) available for the project	Y	"	"		
15	Materials Budget & Installation Budget	Y	"	"		
16	Risks & Opportunities in project	Y	"	"		
17	Revenue plan for the project	Y	"	"		
18	Discussion on commercial aspects of the project	Y	"	"		
19	sub-vendors/ contractors needed for project I & C.	Y	"	"		
20	Billing & Cash flow Plan.	Y	"	"		
21	Management approval required	Y	"	"		
22	Others (specify)	Y	"	"		

Projects

Sales

Commercial

Purchase

Manufacturing

Design

DAP
 Mech - 25/7/18
 Electrical - 24/7/18
 Release sheet -
 *DAP approved -
 28/7/18

1/8/18

Medical ⇒ 1/8/18

Mtg - 10/8/18

dispatch - 12/8/18

KICK OFF MEETING

Sparkline

Project Name: DEOT Crane - 15 ton PM: Sachin Siddh KOM DATE: 28/7/18
 PROJECT CODE: CUSTOMER NAME: Mafico Services Pvt Ltd PO DELIVERY DATE: 15 weeks 15/10/18

M36K038-1819

Following Points need to be addressed in KOM:

S.N.	KOM discussion points	Applicable Y/N	Discussion Lead - Dept	Action Owner	Target Date	Remarks / KOM MOM Reference
1	Introductions of projects and project team	Y	Subproj.	Sales		
2	Project Overview / Background	Y	Project	Sachin		
3	Customer Overview / Background	Y	Sales	Subproj.		
4	Project criticals / importance briefing	Y	Sales	Subproj.		
5	Customer contact list/ escalation	Y	Sales	Subproj.		
6	Agreements & responsible person for relevant department	-	-	-		
7	Design F/B basis study of technical sheet etc.	Y	Design	Whar/Wharini		
8	Present project schedule	Y	Project	Sachin		
9	Project milestones (Task & Activity planning)	Y	Project	Sachin		
10	Critical path of this project					
11	Discuss deliverables / Interdependancies	Y	Project	Sachin		
12	Customer dependencies	Y	Project	Sachin		
13	Copy of advance indent, (if any), raised for meeting short delivery commitment of the project.					
14	Ex-stock items (Import Or Domestic) available for the project	Y	Project/Wharini	Sachin		
15	Materials Budget & Installation Budget	Y	Project	Sachin		
16	Risks & Opportunities in project	Y	"	"		
17	Revenue plan for the project	Y	"	"		
18	Discussion on commercial aspects of the project	Y	"	"		
19	sub-vendors/ contractors needed for project I & C.	Y	"	"		
20	Billing & Cash flow Plan.	Y	"	"		
21	Management approval required	Y	"	"		
22	Others (specify)	Y	"	"		

DAP ⇒ 28/7/18
 Mech 01/8/18
 Pappan/A/8/18
 Release 11/8/18.
 Electrical Received.
 DAP approval
 Material ⇒
 Site readiness

Tentative list
 2/8/18
 material ⇒ 18/8/18
 Sep ⇒ 30/28
 28th Sep mfg
 30th Sep.

Projects Sachin

Purchase

Manufacturing Nm

Sales

Design Sachin 1/8/18

Commercial