

Project Monitoring

1.0 Purpose

The purpose of this procedure is to define a system for scheduling and monitoring activities related project monitoring.

1.1 Application

This procedure is applicable to all the projects entrusted to **KSPHC** by the client organization for execution, which includes both construction as well as project monitoring services.

2.0 Responsibility

Responsibility and Authority for various activities of project monitoring is described in procedure part.

3.0 Terms and definitions

- 1) **Activity** – smallest identified item of work in a project process.
- 2) **Customer / Client** – Organization or person that receives a product / service.
- 3) **Progress evaluation** – assessment of progress made on achievement of the project objectives
- 4) **Project** – Unique process consisting of a set of coordinated and controlled activities with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost and resources.
- 5) **Project monitoring** – Organizing, monitoring, controlling and reporting of all aspects of a project and the motivation of all those involved in it to achieve the project monitoring objectives.

4.0 Procedures

This procedure provides details of activities in a sequential form. It is implied that whenever, in a process step the resulting output is not conforming to the acceptance criteria, preceding process have to be repeated to correct the situation.

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This procedure covers all the processes of project monitoring. Wherever system procedures are established that provide detailed information about that process, relevant procedures have been referenced. In order to facilitate easy understanding of process sequence, project-management process is divided into convenient phases / stages.

Following abbreviations and terms are used in the table;

D = Document

R = Record

CMD = Chairman and Managing Director ED = Executive Director

FA = Financial Advisor

CE = Chief Engineer

SE = Superintending Engineer

EE = Executive Engineer

AEE = Asst. Executive Engineer

4.1 Project Schedule Creation, updating & generation of bills on line.

Sl. No.	Responsibility	Activity description	D / R	D / R Reference
1	CMD / ED/CE	Receipt of communication from HO	D	HO Communications
2	EE (Divisional)/ AEE (Sub division)	Delegation of work	R	Delegation orders
3	AE (Sub division)	Creation of Project schedule upto Awarding the work to the agency and publishing the same to the project server	R	Communications from HO/division / sub division
4	AE (Sub Division)/AEE/EE/SE	Updating the project upto the task of handing over of the site to the agency	R	Messages from the project server
5	AE (Sub Division)	Adds more tasks and schedule them in consultation with the agency and publishing the same on the project server	D	Letter of award
6	AE (Sub Division)/AEE/EE/SE/Agency	Updating the project/ photographs/documents...etc.	D	Messages from the project server
7	AE (Sub Division)	Accepting/ rejecting the updated task data	D	Messages from the project server
8	Agency	Generation of bills, work slips	D	Messages from the project server
9	AE (Sub Division), AEE, EE, AS, CAO, FA, CMD, Tally, Cashier, SE, CE	Approvals/rejections	R	Bills / work-slip/EIRL

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4.2 Maintenance & updating web site

Sl. No.	Responsibility	Activity description	D / R	D / R Reference
1	EEPM/AEPM/AEPM	Changes in the web pages to be effected are to be prepared including the tenders page	D	HO directions/ requirements
2	EEPM/AEPM/AEPM	Maintain the project server and implement any changes required	D	HO directions/ requirements
3	EEPM/AEPM/AEPM	Creation of new applications and implementing the same	D	HO directions/ requirements
4	EEPM/AEPM/AEPM	Training of the staff in the use of computers and computer based applications	D	HO directions/ requirements

5.0 Reference

- a) ISO 9001: 2008 Clause Number 7.5.1, 8.2.3
- b) IMS Manual Clause Number 7.5.1,8.2.3

6.0 Associated Documents

- a) Procedure for control of documents IMSP 01
- b) Procedure for control of records IMSP 02

6.0 Revisions

This document supersedes and replaces QSP 25. This document being part of the integrated management system, it is designated as IMSP 16 and the revision status is set to "0".

Approved by : Chairman and Managing Director
