

# PEP

*Project Execution Plan*

Employee(s)	Project Leader
Manager	Project
Job #	
<b>People</b>	<ul style="list-style-type: none"> <li>- Safety Shares and Project Safety Review</li> <li>- Safety Meetings</li> <li>- Call in for Monday Morning Meeting</li> <li>- Regular reporting and updates (written and verbal)</li> <li>- Report team, employee and project highlights and concerns to the Senior Manager</li> <li>- Ensure onsite customer relationship through communication and collaboration</li> <li>- Collect Business Cards/Contacts</li> <li>- Expected hours of work</li> <li>- Coach and support new employees</li> <li>- Provide technical expertise to team</li> <li>- Training Requirements</li> <li>- Expenses-cell phone -excessive, hotel, personnel cc</li> <li>- Border documents, PO,US tax letter</li> </ul>
<b>Contract</b>	<ul style="list-style-type: none"> <li>- Verify and Understand limits of contractual responsibility / obligation - Deliverables</li> <li>- Monitor project scope – including % complete</li> <li>- Monitor budget i.e. hours and hardware purchases</li> <li>- Cell Phone -coverage/Txt msgs/Calling Card</li> <li>- Rental Car - Insurance</li> <li>- Vehicle – Billing Mileage</li> <li>- Flights – advanced bookings</li> <li>- Per diems amount</li> <li>- Travel Time from office</li> <li>- Kms from office</li> <li>- Platforms being used – Makes &amp; models</li> <li>- Software requirements including versions</li> <li>- Drawing package</li> <li>- Templates to be followed</li> <li>-</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>- Peer Reviews</li> <li>- Customer reviews</li> <li>- Customer buyoffs and acceptance</li> <li>- Documentation</li> <li>- 3&amp;3 Meeting</li> <li>- Quality Survey</li> <li>-</li> </ul>

Employee \_\_\_\_\_ Reviewer \_\_\_\_\_

- *this document is to be signed, scanned to job file and original placed in job file \**
- *updated 5/5/2011*