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 **KSPH&IDCL** 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
MD = 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
2	EE (Divisional)/ AEE (Sub division)	Reciept of Agreement from the Contracts division.	R	Agreement
5	AE (Sub Division)	Creation of Project schedule 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

4.2 Maintenance & updating web site

Project Monitoring

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

Approved by : Managing Director