



Project Management

Studio Project Management

.....

Date Issued: 17th October 2003

Version Number	Revision Details	Date
PROM-1.1	First Issue	03.11.03



Project Management

Studio Project Management

PURPOSE

The purpose of this procedure is to ensure that larger design projects or jobs requiring outwork and the timely delivery to a given deadline are managed and recorded.

INTRODUCTION

This procedure sets out the requirements of Account managers and Senior members of the studio alike to ensure a fully managed service is provided to clients.

RESPONSIBILITY

It is the responsibility of the individual assigned to manage the project to ensure that quality is maintained, dates and times are met and suppliers are fully aware of their requirements and commitments.

1 Initial Schedule Considerations

- 1.1 Upon receipt of customer order and brief, someone must be assigned as manager of the project.
 - In cases of larger projects this will be carried out by a senior member of the studio.
 - In cases of familiar or straight forward jobs, this will be handled by the designer and monitored by a senior member of the studio
- 1.2 Initial meeting objectives should include the following:
 - Schedule key dates and deadlines.
 - Check for overlaps with other projects and make adjustments where appropriate.

- Discuss customer requirements and shortlist suppliers to request quotes.
- Ensure the designer fully understands their requirements in terms of delivery and understands all client and management contact methods
- Relay any potential hazards and considerations arising from close scrutiny back to the Account Manager or directly back to the client. If adjustments can be made in terms of timing the client must be made aware.

2 Schedule documentation

- 2.1 When multiple key dates are a necessity to ensuring completion of the job, this should be documented and made available to the client, suppliers, Account Managers and the designer.

3 Meetings and Project Monitoring

- 3.1 The job schedule progress must be discussed and monitored at every daily meeting. Any issues should be discussed at this point and action taken to resolve them.



4 Unforeseen Delays

- 4.1 Unforeseen events prevent Room 2 Design from meeting the schedule and/or client deadline. The following steps should be taken immediately the delay occurs.
- 4.2 Firstly ascertain the reason for the delay, who is responsible, and the impact of the delay on the job schedule.
- 4.3 Secondly, the member of staff responsible for managing the project should formulate a solution to minimise the delay by taking the following into consideration.
 - Can the delay be completely resolved by taking an alternative production route? ie, can someone else take control or another supplier resolve the issue in time? If yes, discuss terms and commence with the job. Inform the Account Manager or client.
 - Can the delay be minimised by taking an alternative production route? If yes, discuss terms and commence with the job. Inform the Account Manager or client.
 - If there is no way to prevent or minimise the delay, inform the Account Manager or client immediately.