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OBJECTIVE

To outline the procedure by which a project programme and resource planning are prepared.

SCOPE

This procedure shall apply for M&E projects.

REFERENCES

ISO9001:2015 Clause 8.5.1

DEFINITIONS

- Project Programme - Schedule which illustrate key milestones and sequencing of M&E activities.
- Resource Planning - Planning for manpower, materials and equipment required for a project.
- BQ - Bill of Quantity.

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Activity	Responsibility	References
<p style="text-align: center;">Start</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Identify milestones, time frames and activities as per scope of work of project . Determine the sequence of activities</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Compute constraints and interfacing between activities and prepare a project programme. Record the Revision No., Effective Date and recipients on the document</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">For all activities, determine the manpower, materials and machinery required from BQ Shortlist the awarding and mobilization times needed in the procurement of relevant Subcontractors/Suppliers. Appoint Sub-Contractors or Suppliers as per purchasing procedure.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepare a Project Quality Plan (PQP) if project cost more than RM1 million. If project cost less than RM1 million, then raise a Project Summary & Planning List (PSPL)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Verify and approve the PQP/PSPL, project programme and resource planning of BQ</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Where required, submit project programme to customer for approval</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Implement the project programme and resource planning. Distribute these documents to recipients</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Where revision to project programme or resource planning is made, re-submit the document to OD/MD and/or customer for approval</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Distribute the revised project programme or resource planning or BQ to recipients replacing the superseded copy. Maintain a master copy clearly marked as superseded and dispose other copies</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>	<p style="text-align: center;">PM</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">PM/CM</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">MD</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">PM</p>	<p style="text-align: center;">Project Programme</p> <p style="text-align: center;">Resource Planning BQ</p> <p style="text-align: center;">Project Quality Plan, Project Summary & Planning List</p> <p style="text-align: center;">Project Programme Resource Planning BQ</p> <p style="text-align: center;">Project Programme</p> <p style="text-align: center;">Project Programme Resource Planning BQ</p> <p style="text-align: center;">Project Programme Resource Planning BQ</p> <p style="text-align: center;">Project Programme Resource Planning BQ</p>

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