

APPENDIX

JOB DESCRIPTION (Expanded Detail)

SPECIFIC RESPONSIBILITIES:

- Accountable for all aspects of the project including delivery, performance to schedule, performance to budget, cash flow.
- Maintain Customer satisfaction.
- Follow in-house guidelines and standards to direct the daily project activities and co-ordinate the work of the members of the project team, through department managers and supervisors, to ensure that goals and objectives are accomplished in accordance with established priorities.
- Plan and monitor/control the project from the receipt of the order through installation at the customer's site and serve as the key customer contact for the balance of the warranty period.
- Communicate project progress to the customer as required.
- Track all contract changes with a written Change Order Request and maintain a revision summary with respect to "cost" and "sell" value of project.
- Ensure that the order received from the customer is compatible with the terms of engineering specifications in the proposal.
- Conduct a project "Kick-Off" meeting with the project team.
- Conduct regular project meetings with both in-house personnel and with the customer and record and distribute the minutes for these meetings in the prescribed form.
- Co-ordinate the concurrent development of design and build activities.
- Act as primary customer contact for design, costing and machine related issues.
- Assist with development schedule of all project phases and milestones, track schedules and initiate corrective action through the department managers and supervisors.
- Review the project schedule and budget with the project team and discuss the tasks and preliminary hours budgets.
- Monitor progress of the project during design, build and installation by reviewing the performance of the team members against the project schedule. Resolve conflicts through the department managers and supervisors.
- Co-ordinate travel plans for all CMP installation and repair personnel.
- Obtain machine acceptance at CMP (FAT) and at Customer Facility (SAT).
- Inform CMP management of cost of labour overruns and formulate actions to keep project on time and on budget.
- Ensure a written record of all customer communications is available for the project. Use the E-mail system whenever possible including documents forwarded for travel plans and shipping. Project files will be organized in binders with dividers and kept in the PM's office within easy reach of project engineering staff.
- Instruct all vendors as to conduct while at CMP, including observing all safety rules and completing our CMP Contractor Program Form.
- Ensure that all documentation on the job is shipped to the customer in hard copy and disc form.
- Forecast project completion.
- Schedule Customer Change orders and determine impact on delivery.
- Identify resource conflicts to the Manufacturing Manager.
- Ensure that the quality test plan is prepared.
- Ensure that customer supplied parts comply with WHMIS regulations.
- Ensure that the operation's and maintenance manuals are ready in draft form for customer acceptance.
- Provide an installation and training plan to the foremen/supervisors so travel plans can be arranged.
- Prepare a shipping request form, identifying current contract value and transportation requirements.
- Coordinate the tear down and packaging of system components, installation tools and customer parts.
- Provide shop floor support to the project team.
- Expedite closure to open technical issues throughout design build and acceptance phases.



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- Coordinate the debug and acceptance process.
- Participate in all internal design reviews.
- Effectively deal with internal open issues pre shipment and at final acceptance.
- Adhere to all CMP Health and Safety rules and procedures.

SUPERVISORY RESPONSIBILITIES:

- None.