



## **AURIGA'S APPROACH TO PROJECT MANAGEMENT**

Our Project Management approach is based on current best practice Project Management methodologies that we have successfully developed and used in many past projects. Our approach is based on our solid foundation as an ISO 9000 compliant company. We are also constantly monitoring and following leading trends in Project Management approach and procedures published by Project Management authorities like the Project Management Institute, in order for us to maintain our edge in the Project Management field. Our experienced Project Management team has on the average more that 20 years experience in project management for telecommunications and information technology projects in a broad variety of public and private sector organizations. Auriga has provided project management services to both public and private enterprises in the past 18 years.

## **TOOLS AND MODELS: PROJECT MANAGEMENT**

Over the years we have used numerous Project Management tools and project models in order to meet our Client's needs, still utilizing our proven methodologies and our vast experience in the field. Our standard tools include a suite of Microsoft products including MS Project, MS Outlook, MS Word, and MS Excel. However, we have used a wide variety of other tools including but not limited to, Primavera, CA Superproject, SAP PS, CriticalPath, and Documentum.

## **PROJECT MANAGEMENT PROCESS**

Auriga Corporation has successfully used the following ten processes beginning with project planning and continuing all the way to project completion and closing. These processes encompass all processes suggested in the Project Management Body of Knowledge (PMBOK).

### **Project Initiation and Planning**

Immediately upon contract award and notice to proceed, the project team starts to plan the project such that the agreed upon scope and project schedule can be accomplished. The plan is developed together with the customer to ensure that the tasks and activities dependent on customer input are properly considered. The approved plan will include:

- A Detailed Project Schedule
- Project Milestones
- Detailed Statement of Work
- Risk Management and Mitigation Plan
- Communication Plan
- Staffing Requirements
- Requirement Specifications
- Individual Work Plan(s)

### **Project Execution**

The project execution at Auriga will follow standard guidelines throughout all the individual project phases. These guidelines are to be followed by Auriga's project management team. Auriga believes that only by following strict procedures can the success of a project be guaranteed.

### **Project Monitoring and Control**



Project monitoring implies reviewing, inspecting and controlling what is being accomplished during project implementation. Project monitoring is a positive, active, on-going performance review by the Project Manager to ensure that the project is completed on time and within the budget, and that the completed project meets technical performance and quality requirements.

The main features of the project that will be continuously monitored and controlled include:

- Project schedule and work plan to assess their continued validity and to identify potential problem areas,
- Budget and costs,
- The Project organization, staffing and performance of personnel to ensure that qualified and efficient staff is available in all the strategic areas,
- Technical performance and quality control to ensure that Client's technical specifications are complied with, and the product delivered is of the highest quality,
- Detailed planning of any commissioning or transitioning activities.

#### Project Reporting

During the detailed implementation planning, Auriga will recommend a comprehensive reporting schedule and the procedures to meet the requirements of clients, the Project Management Team, and the stakeholders in the project. Internally at Auriga, project progress is continually monitored so that problems and deviations can be addressed at the earliest possible moment. Externally with clients, Auriga will generate periodic Progress Reports to document all pertinent project issues. The extent of the detail required in the reports, as well as the frequency of reporting, will be discussed with clients at the project kick-off meeting. The list of reports includes:

- High level monthly Management reports.
- Weekly Project progress reports including:
  - Planned activities for next reporting period
  - Problem areas
  - Project action items
  - List of deliverables
  - Transmittal log
  - Any other specific reports

#### Project Documentation Control

The maintenance of adequate project records is an important function of project management. Rapidly moving events, and the need for project control make it imperative that data concerning project plans, implementation progress, costs, requirements, trends, changes, correspondence, technical information be gathered in a timely fashion, and then analyzed and used as the basis for decision making. Auriga will propose a list of documentation and data necessary to plan and control the project, and to fulfill project-reporting requirements. The list and categories of documents will be discussed and decided upon in order to fill all the requirements of the project for its total duration. It is important to decide on the structure of documentation as soon as the project gets underway. For example, the documentation could include the following categories: