

	<i>Automation Project Management Milestones</i>	
	Document No: FD09003	Version : 004

FD Project Management Policy

A six milestone system is used in managing all projects.

1. Project Kickoff
2. IDR - Initial Design Review
3. DDR - Detail Design Review
4. AR - Assembly Review
5. Run-off
6. FDR - Final Design Review

These milestones are defined by the “sub-products” that are to be achieved prior to that review or milestone.

I. Project Kick-off

The following is to be complete for Project Kick-off:

1. The P.O. and project contract has been reviewed by all project members; finance and delivery schedule has been accepted.
2. A project organization board defining “who does what”, communication channels, etc., has been defined and put in writing.
3. A preliminary functional specification that includes project scope, cost targets, deliverables and delivery schedule has been issued to project members. Client has provided FRISELLA DESIGN with specifications for every part that the machine will be expected to handle. [The client understands that any changes or additions made to parts, might incur additional costs and could impact the original proposed lead time].

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II. IDR - Initial Design Review

The following is to be completed and presented at IDR:

1. Functional specification becomes a controlled document
2. Multiple design approaches presented
3. Kinematics diagram presented
4. Outline mechanical drawings presented
5. A single design approach selected

III. DDR – Detail Design Review

The following is to be completed and presented at DDR:

1. Updated functional specification presented
2. An updated kinematics diagram completed
3. 3D model of each part and assembly completed
4. Mfg. Detailed drawings completed
5. Preliminary Electrical Schematics presented
6. Run-off procedure agreed upon

IV. AR – Assembly Review

The following is to be completed and presented at AR:

1. 60% of mechanical assembly is complete

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V. Run-off

The following is completed and presented at Run-off:

1. Functional demonstration, or “run-off”, per the run-off agreement.

VI. FDR – Final Design Review

The following is completed and presented at FDR:

1. Corrections agreed upon during the run-off are complete.
2. Full Documentation package: 3D parts files, manufacturing detail drawings, assembly drawings, assembly procedure documents with complete BOM, fully commented source code, spare parts list, operators and PM manuals will be provided.