



Delivery Methodology

Project Planning

Receive Drawings / 3D models from Client along with Standards & Instructions

Review the Drawings/Models, Standards & Instructions and Define the Project Scope and List down queries
(Deliverables:Project Understanding & Specifications and Issue Tracker)

Review Project Scope and Issue Tracker with the Client, take a Sign-off and Close all the queries addressed
(Deliverable: Updated Issue Tracker)

Team Formation, Work Assignment & Project Schedule Preparation
(Deliverable:Project Schedule)

Internal Review & Sign Off from the Delivery Head
(Deliverable: Updated Project Schedule)

Project Execution

Incorporate inputs from Client and ensure all Issues are closed in Issue Tracker
(Report : Issue Tracker with no Open Issues)

Regular Communication with Client regarding queries and any additional inputs needed
(Reports : Issue Tracker and Daily/Weekly Status Reports)

Internal Reviews to ensure Good Quality , Right Direction and Timely Deliveries (Peer & Lead Reviews)
(Reports: Issue Tracker & Updated Project Schedule)

Work Assignment to the Team and Kick-Start Execution
(Report : Daily / Weekly Status Report)

Team Introduction , Define SPOC and all Stake-holders, Review Project Schedule with the Client and get Sign-Off
(Deliverable: Updated Project Schedule)

Verification

Internal Work Delivery to QC Team
(Deliverables: Drawings & Updated Issue Tracker)

Internal Review and Quality Check
(Report: Internal Quality Report (IQR))

Incorporate Internal Review Comments, Close the issues in IQR and Deliver to QC team for Final Quality Check
(Deliverables: Updated Drawings/Models and Updated IQR)

Final Quality Check to ensure all points in IQR are incorporated
(Deliverables: Final Drawing/Model Files and Updated IQR with no Open Issues)

Work Delivery to the Client
(Deliverables: Final Drawings/Models & IQR)

Delivery

Client Feedback on Project Execution & Suggestions on Improvements
(Report: Client Feedback Form)

Submit the final deliverable to Client and take a Sign-off
(Deliverables: Final Drawing & Updated MOM)

Incorporate review comments and close the Action Items in MOM
(Report: Updated MOM)

Feedback Session with Client on the Delivered work
(Report: Minutes of Meeting (MOM) with Action Items)