



Project Support – Project Management

Task

Many companies that implement small to medium sized projects rely on the already existing staff capacities to map a project management. This demands a high level of social and technical competence from those involved and regularly leads to overloads and thus to gaps in project tracking. The change in customer requirements in the direction of shorter project throughput times with greatly increased transparency increases this effect and regularly leads to the inner capitulation of those responsible for the project ("What else should I do?").

In order not to block the capacity of the specialists, "partial capacities" are often planned for project management. These "half" project managers, however, are ultimately faced with the same dilemma as the respective specialist colleagues and like to take refuge in the excuses provided, as 'this is not their main task'.

Project management is not a part-time job! Project management places high demands on the person in charge of it and has a great influence on the overall success of a company.

Our Services

Highly concentrated project support from analysis to successful completion. With our experience in the area of special purpose machines for highly complex production and assembly plants for the automotive industry, we can help you to make the right decisions and to act as transparently as necessary and as lean as possible towards your customers.

Flexible project support on site or from a distance helps you to keep an overview internally. In the communication with your customers we take over the task of having your back in order to concentrate on your core activities.

With our product **Project Management** we can support you from contract review to final acceptance. We advise you on the planning, tracking and analysis of your project and can flexibly add or remove necessary elements. We can actively support you in internal and external communication.

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Product Sheet

Project Support - Project Management

Daily rate in house	Bad Wörishofen	
Daily rate on site	Germany/Europe	
Travel distance		
accommodation	Germany/Europe	
allowance	Germany/Europe	

Operational project management (initial):

- Examination of the services to be provided on the basis of the available documents
- Uncovering ambiguities and pointing out possible clarifications
- Coordination of the services to be provided
- Creating an overview schedule
- Creating the activities
- Assessment of necessary capacities and allocation to activities
- Detailed overview schedule with baseline
- Risk analysis based on the overview schedule (determine the critical paths)
- Budget recording (project-related)

Operational project management (ongoing):

- material/schedule tracking
(engineering/procurement/production/assembly/commissioning)
- keep open issues list (organizational)
- Coordination/moderation of technical meetings (superordinate)
- Organization of regular communication with the customer
- Weekly report (different interval if necessary) internal/external

The services described are intended to provide a possible framework for project monitoring.

Additional services or documentation can be discussed in the kick-off meeting.



Examination of the services to be provided

Together with you, we examine the contracts concluded and the corresponding offers to identify possible differences. Project risks or pending receivables are derived from this. The "km-zero" for the project is determined and can be fixed with your customer if necessary.

In this project phase, a foundation for a successful cooperation with your customer throughout the entire project can be laid by conveying the highest level of professionalism right from the start of the project.

Create and provide an overview schedule

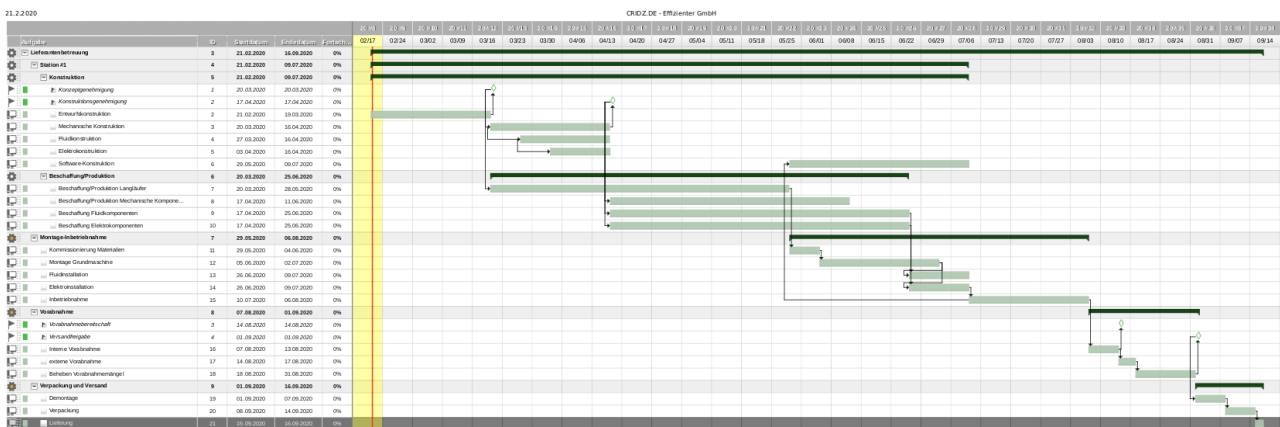


Fig. 01 – example overview schedule

Creation of an overview schedule based on the current project data and the milestones and core activities agreed with the client. The schedule is adapted to the current project with the agreed delivery dates.

Capacity planning

Resource Definition

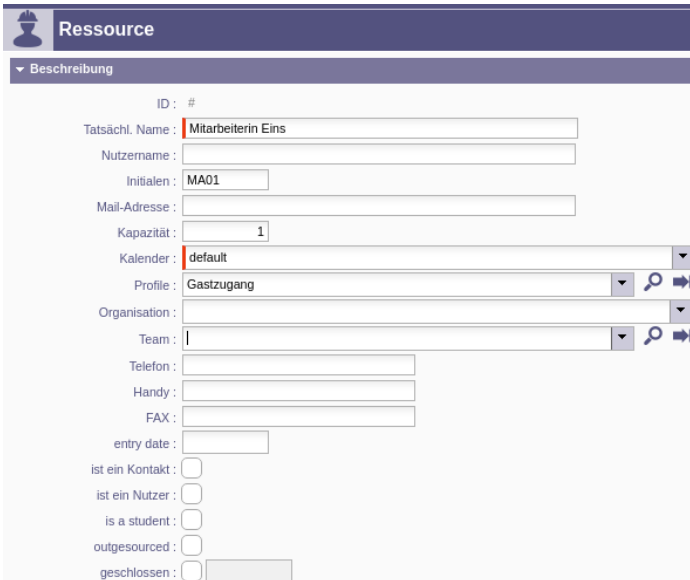


Fig. 02 – example Resource Definition

The employees involved in the project are temporarily registered for the project with the respective capacity and combined into necessary teams.

Teams	
ID	
1	KD_Konstruktion
2	KD_Einkauf
3	KD_Fertigung
4	KD_Logistik
5	KD_Montage
6	KD_Installation
7	KD_Inbetriebnahme
8	KD_dummy

Fig. 03 – example Teams

Resource Allocation

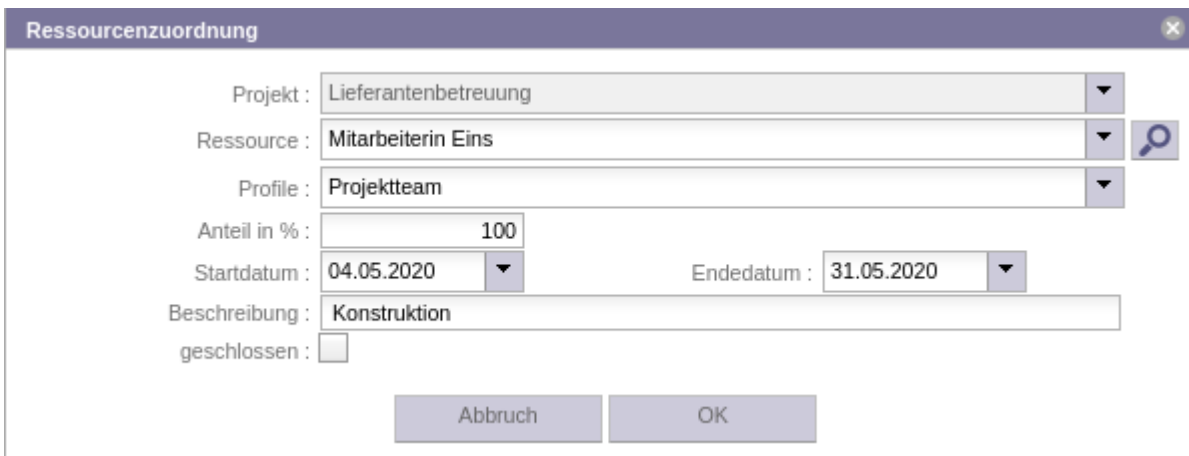


Fig. 04 – example allocate resources to project

The project is allocated necessary resources for a planned duration. This completes the rough planning (operational).



Definition and planning of subprojects/activities

[-] 3 Lieferantenbetreuung	3	21.02.2020	16.09.2020	0%
[-] 3.1 Station #1	4	21.02.2020	09.07.2020	0%
[-] 3.1.1 Konstruktion	5	21.02.2020	09.07.2020	0%
3.1.1.1 Konzeptgenehmigung	1	20.03.2020	20.03.2020	0%
3.1.1.2 Konstruktionsgenehmigung	2	17.04.2020	17.04.2020	0%
3.1.1.3 Entwurfskonstruktion	2	21.02.2020	19.03.2020	0%
3.1.1.4 Mechanische Konstruktion	3	20.03.2020	16.04.2020	0%
3.1.1.5 Fluidkonstruktion	4	27.03.2020	16.04.2020	0%
3.1.1.6 Elektrokonstruktion	5	03.04.2020	16.04.2020	0%
3.1.1.7 Software-Konstruktion	6	29.05.2020	09.07.2020	0%
[-] 3.1.2 Beschaffung/Produktion	6	20.03.2020	25.06.2020	0%
3.1.2.1 Beschaffung/Produktion Langläufer	7	20.03.2020	28.05.2020	0%
3.1.2.2 Beschaffung/Produktion Mechanische Ko...	8	17.04.2020	11.06.2020	0%
3.1.2.3 Beschaffung Fluidkomponenten	9	17.04.2020	25.06.2020	0%
3.1.2.4 Beschaffung Elektrokomponenten	10	17.04.2020	25.06.2020	0%
[+] 3.2 Montage-Inbetriebnahme	7	29.05.2020	06.08.2020	0%
[+] 3.3 Vorabnahme	8	07.08.2020	01.09.2020	0%
[+] 3.4 Verpackung und Versand	9	01.09.2020	16.09.2020	0%

Fig. 06 – example Definition and planning of subprojects/activities

For the entire project, sub-projects, their activities and milestones are written and provided with an assessment of the necessary capacity.

Detail activities

Fig. 07 – example detailing the individual activities

Fig. 08 – example assignment of employee to activity

Each activity is evaluated according to the expected effort. A person responsible and the respective employees are assigned to the activity.



Detailing of the schedule

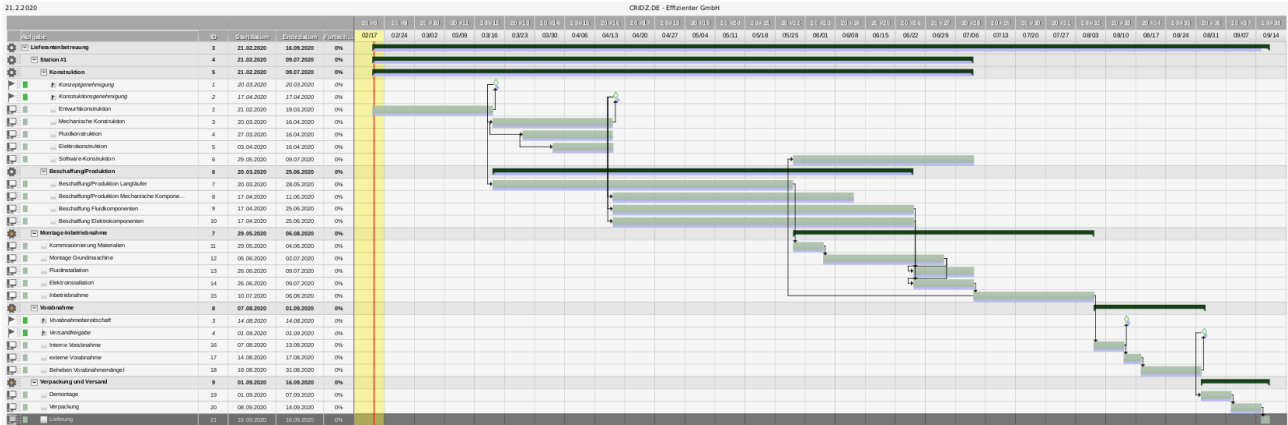


Fig. 09 – example overview schedule with baseline

After capacity estimation, the schedule is adjusted to the circumstances and a baseline for the project is established. The persons responsible for the respective activities have been determined and can be consulted by the project manager during the course of the project. A higher integration of the responsible persons is possible and can be agreed upon if necessary.



Reports on activities

Tracking list based on detailed schedule

3 Template-Projekt				Stand	21.02.20	
4 PSP	Projekt	Typ	Name	Status [%]	Start	End
5 2	Lieferantenbetreuung	Project	Lieferantenbetreuung	0.0000	21.02.20	14.09.20
6 2.1	Station #1	Project	Station #1	0.0000	21.02.20	09.07.20
7 2.1.1	Konstruktion	Project	Konstruktion	0.0000	21.02.20	09.07.20
8 2.1.1.1	<i>Konstruktion</i>	<i>Milestone</i>	<i>Konzeptgenehmigung</i>	<i>0.0000</i>	<i>20.03.20</i>	<i>20.03.20</i>
9 2.1.1.2	<i>Konstruktion</i>	<i>Milestone</i>	<i>Konstruktionsgenehmigung</i>	<i>0.0000</i>	<i>17.04.20</i>	<i>17.04.20</i>
10 2.1.1.3	Konstruktion	Activity	Entwurfskonstruktion	0.0000	21.02.20	19.03.20
11 2.1.1.4	Konstruktion	Activity	Mechanische Konstruktion	0.0000	20.03.20	16.04.20
12 2.1.1.5	Konstruktion	Activity	Fluidkonstruktion	0.0000	27.03.20	16.04.20
13 2.1.1.6	Konstruktion	Activity	Elektrokonstruktion	0.0000	03.04.20	16.04.20
14 2.1.1.7	Konstruktion	Activity	Software-Konstruktion	0.0000	29.05.20	09.07.20
15 2.1.2	Beschaffung/Produktion	Project	Beschaffung/Produktion	0.0000	20.03.20	25.06.20
16 2.1.2.1	Beschaffung/Produktion	Activity	Beschaffung/Produktion Langläufer	0.0000	20.03.20	28.05.20
17 2.1.2.2	Beschaffung/Produktion	Activity	Beschaffung/Produktion Mechanische Komponenten	0.0000	17.04.20	11.06.20
18 2.1.2.3	Beschaffung/Produktion	Activity	Beschaffung Fluidkomponenten	0.0000	17.04.20	25.06.20
19 2.1.2.4	Beschaffung/Produktion	Activity	Beschaffung Elektrokomponenten	0.0000	17.04.20	25.06.20
20 2.2	Montage-Inbetriebnahme	Project	Montage-Inbetriebnahme	0.0000	29.05.20	06.08.20
21 2.2.1	Montage-Inbetriebnahme	Activity	Kommissionierung Materialien	0.0000	29.05.20	04.06.20
22 2.2.2	Montage-Inbetriebnahme	Activity	Montage Grundmaschine	0.0000	05.06.20	02.07.20
23 2.2.3	Montage-Inbetriebnahme	Activity	Fluidinstallation	0.0000	26.06.20	09.07.20
24 2.2.4	Montage-Inbetriebnahme	Activity	Elektroinstallation	0.0000	26.06.20	09.07.20
25 2.2.5	Montage-Inbetriebnahme	Activity	Inbetriebnahme	0.0000	10.07.20	06.08.20
26 2.3	Vorabnahme	Project	Vorabnahme	0.0000	07.08.20	01.09.20
27 2.3.1	<i>Vorabnahme</i>	<i>Milestone</i>	<i>Vorabnahmebereitschaft</i>	<i>0.0000</i>	<i>14.08.20</i>	<i>14.08.20</i>
28 2.3.2	<i>Vorabnahme</i>	<i>Milestone</i>	<i>Versandfreigabe</i>	<i>0.0000</i>	<i>01.09.20</i>	<i>01.09.20</i>
29 2.3.3	Vorabnahme	Activity	Interne Vorabnahme	0.0000	07.08.20	13.08.20
30 2.3.4	Vorabnahme	Activity	externe Vorabnahme	0.0000	14.08.20	17.08.20
31 2.3.5	Vorabnahme	Activity	Beheben Vorabnahmemängel	0.0000	18.08.20	31.08.20
32 2.4	Verpackung und Versand	Project	Verpackung und Versand	0.0000	01.09.20	14.09.20
33 2.4.1	Verpackung und Versand	Activity	Demontage	0.0000	01.09.20	07.09.20
34 2.4.2	Verpackung und Versand	Activity	Verpackung	0.0000	08.09.20	14.09.20
35 2.4.3	Verpackung und Versand	Activity	Lieferung	0.0000	15.09.20	16.09.20

Fig. 10 – example tracking list

The tracking list displays the schedule in table form and is used to update the schedule situation. This list is regularly updated together with you.

Maintain and monitor open issues list

21. 2.2020

CRIDZ.DE - Effizienter GmbH - Tickets

Tickets											
ID	Projekt	Tickettyp	Name	Dringlichkeit	Priorität	Status	Zieldatum aktuell	Verantwortlicher	bearbeitet	erledigt	geschlossen
3	Lieferantenbetreuung	Anomaly / Bug	Offener Punkt Nr. 3	Blocking	Critical priority	recorded	25.02.2020 13:41		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lieferantenbetreuung	Anomaly / Bug	Offener Punkt Nr. 2	Urgent	Medium priority	recorded	25.02.2020 13:41		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Lieferantenbetreuung	Anomaly / Bug	Offener Punkt Nr. 1	Not urgent	Low priority	recorded	27.03.2020 00:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fig. 11 – example open issues („Tickets“)

The open issues list, or open tickets, is a way of assigning target dates and responsible parties to problems with urgency, priority and status. Estimated efforts can be carried along. The list is updated regularly together with you.



Advice on organisational and technical countermeasures in case of imminent delay

21.2.2020

CRIDZ.DE - Effizienter GmbH - Aktionen

Aktionen										
ID	Projekt	Name	Priorität	Zieldatum geplant	Status	Verantwortlicher	privat	bearbeitet	erledigt	geschlossen
3	Lieferantenbetreuung	Gegenmaßnahme Nr. 3	Critical priority		recorded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lieferantenbetreuung	Gegenmaßnahme Nr. 2	High priority		recorded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Lieferantenbetreuung	Gegenmaßnahme Nr. 1	Medium priority		recorded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fig. 12 – example counter measures („Actions“)

In case of imminent delay, we can work out countermeasures together with your customer, which can be followed up by actions. Priority, person responsible and target date are monitored as indicators.

The tracking of actions depends on the current deadline situation and can therefore take place in real time (on-site) up to weekly monitoring (on-site or web conference).

Risk evaluation

21.2.2020

CRIDZ.DE - Effizienter GmbH - Risiken

Risiken													
ID	Projekt	Typ	Name	Auswirkung	Wahrscheinlichkeit	Kritikalität	Status	Verantwortlicher	Priorität	Enddatum geplant	bearbeitet	erledigt	geschlossen
3	Lieferantenbetreuung	Operational	Risiko Nr. 3	Low	Low (10%)	Low	recorded				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lieferantenbetreuung	Contractual	Risiko Nr. 2	High	High (90%)	Critical	recorded				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Lieferantenbetreuung	Technical	Risiko Nr. 1	Medium	Medium (50%)	High	recorded				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fig. 13 – example risks

The project is examined for risks at the beginning. The development is documented in a presentation during the course of the project and is summarized in a weekly report with the other examples mentioned.

Options

Optionally we can support you in the following areas:

- Project cost recording (lean project controlling)
- Indications of necessary supplementary offers within the project
- assistance in negotiations
- TGR/TGW "Things gone Right" - "Things gone Wrong"
- CIP (Continuous Improvement Process) (accompanying or following the project)