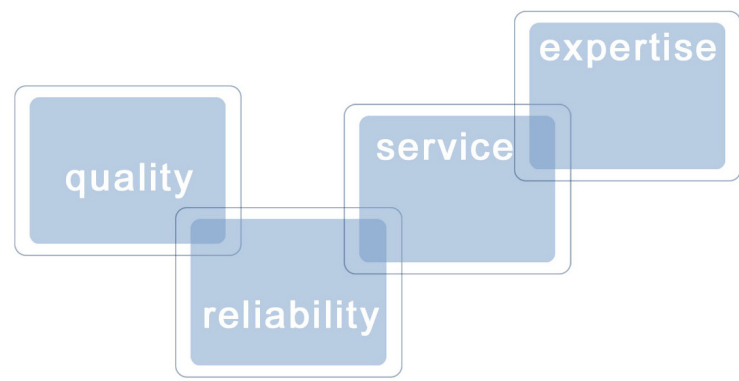




## Project Management



FNTI uses its Project Management (PM) methodology to manage the project initiatives under its direction. FNTI tracks progress against the project plan through weekly status reports. Project management activities are performed as the first activity of every phase of the project.

### Project Initiation

All projects have a Project Policy and Procedures Manual. The Manual clearly identifies the scope of the work to be done, what deliverables will be produced, how they will be produced, as well as the roles and responsibilities of the various people and organizations involved. Also included is a high level schedule of activities from inception to completion including when specific acceptance criteria will be defined and when project audits will occur. "Assumptions and risks" are prominently discussed and "how change and acceptance will be handled" is defined. The Project Policy and Procedures Manual will include a detailed project plan in a format that can be used to measure progress as it occurs. It includes tasks for all quality assurance activities so that the client and the Project Manager are focused and working in harmony.

### Project Execution

#### **Weekly Work Plan Review**

This is a weekly meeting that occurs with the project team members. It keeps everyone focused on the total project plan, individual roles, and how their work affects each other. It is an important communication vehicle to enable teamwork and remain motivated to attain the ultimate results.

#### **Weekly Status Report**

Each week, a project level status report is generated by the Project Manager to be delivered to the client. It includes high level information and accomplishments from the team members' individual status reports. It is also used for issuing status of changes.

#### **Weekly Client Status Meeting**

A meeting is held each week to review progress on the project, resolve issues, and plan for adjustments or changes to attain the best future deliverables.

#### **Project Notebook**

The project notebook is created at the beginning of the project and continually maintained. This book serves as a repository of all project related information.

#### **Project Plan Update**

Each week, the project plan is updated with actual time spent and the estimated time to complete assigned tasks. It is then updated based on input from the team members.

#### **Change Process**

Once the project begins, the Project Manager must be rigorous in identifying and managing change as it occurs. All changes are tracked on a change log that accompanies the weekly status report.

#### **Deliverable Acceptance**

As deliverables are completed, they are submitted to the client for written acceptance or rejection. The Project Manager provides the acceptance on all interim deliverables that together make up a large enough activity for the client to approve.

#### **Post Project Audit**

A final audit is performed at the conclusion of the project. This audit is valuable to both FNTI and the client and is used as a learning tool for continuous improvement.

## Project Reporting

### **Accurate Information**

Accurate and up-to-date information is generated through FNTI's Process Management Software. This software can poll at any time through the project giving a status on all elements of the conversion process.

Project control, at each level, will be accomplished with FNTI's Production Control Database (PCD) Software. The PCD tracks the physical and virtual movement of source media through each step of the conversion process. PCD enables FNTI management to lead the production personnel throughout each stage of the production process.

### **Change Orders**

The Project Managers can address change orders at any time during the contract. Change orders are submitted in writing to the Project Manager who will, in turn, propose addressing the changes. If the changes are likely to increase costs then advanced notification will be made as to what those will be. Written acceptance by the client will allow those changes to take effect.



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