

TIP 0305-13

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Project leader

Scope

A project leader is the person who coordinates the advance preparation, receipt, installation, training, startup, and operating shakedown of a machine before it is released to be put into regular production. This individual's responsibility is not over until the machine is operating properly and doing the job for which it was purchased. Some candidates for assignment as project leader are:

1. Plant superintendent
2. Industrial engineer
3. Plant engineer
4. Corporate staff member
5. Maintenance foreman
6. General foreman
7. Departmental foreman

The project leader should be an individual who can give the project *undivided* attention when necessary.

If the selected project leader has not taken part in final selection of the particular machine ordered, time must be spent orienting them so they understand the reasons behind the purchase decision. These reasons might include cost, corporate orders, applications, manufacturer reliability, options offered, or a combination of these and many others. No relevant information should be kept from the project leader. In addition, the limits of authority for expenditures, support or sub-contract personnel, manufacturer contacts, etc., must be made clear. It should be the project leader's responsibility to set up a timetable and provide timely progress reports for scheduling of space, equipment, and personnel. The project leader's name and location should be given to the machinery manufacturer, and the name of the machinery manufacturer's contact should be given to the project leader so that buyer and seller can easily keep in touch.

Safety precautions

As appropriate for site/installation-inspection and or training.

TIP Category: Automatically Periodically Reviewed (10-year review)



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Keywords

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Additional information

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