



DURABOTICS™
MAKING ROBOTICS MAKE SENSE

Duraspec™ Project Management Process

1. **Receipt of Purchase Order (PO)** - Formal Acknowledgement letter to customer
2. **Internal Project Kick-off** – with Durabotics personnel– formally present project to Durabotics design/build/accounting and other management teams.
3. **Project Kick-off with Customer** – usually at customer facility
 - a. Introduce Durabotics Design/Build team to Customer Team
 - b. Complete review of proposal, PO and project
 - c. Formalize Schedule – Gantt Chart
4. **Bi-Weekly Formal Progress Reports** from Project Manager throughout entire project
5. **Design/Development Phase** – Design process with internal reviews. Procurement will commence. Start releasing and manufacturing key items.
6. **Design Review Summary with Customer** – Durabotics Design Team and Customer Team – includes complete scale layouts for electrical, mechanical components with bills of materials – presentation of “run-off book” detailing all procedures for machine acceptance in Step 9.
7. **Build/Procurement/Debug Phase**
8. **Acceptance at Durabotics**
 - a. 10-minute Unedited Video sent to customer showing machine running without error.
 - b. Video is receipt for customer to come to run-off
 - c. Acceptance “Blue-Book” filled out in advance demonstrating run-in, fit/finish checks.
 - d. Demonstration of all pre-agreed performance criteria
 - e. Provide all documentation to customer
 - f. Sign-off by customer of Acceptance
9. **Breakdown for Shipment – Punch List**
10. **Shipment**
11. **Installation/Start-Up/FAT Tests**
 - a. Installation/Start-Up Assistance
 - b. Acceptance run-off at Customer Facility – repeat Acceptance Tests in Production Environment.
12. **Project Hind-sight Review** – with entire Durabotics Team to review/improve process.

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