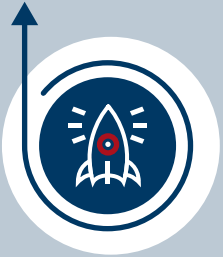




# Project Management

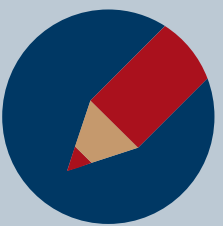
**Poor project management can delay your project launch, hinder business planning, and increase costs. It pays to have highly skilled project managers facilitate your projects.**

## INITIATION PHASE



**Project Charter:** EAD creates a project charter to help you define your project objectives, create a business case, determine time constraints, and identify project stakeholders.

## PLANNING PHASE



**Scope & Budget:** EAD develops a Project Execution Plan (PEP) that defines the project objectives, deliverables, and milestones. The PEP is our road map to project success.

**Work Breakdown Schedule (WBS):** EAD communicates the project deliverables in a work breakdown schedule that visually breaks down the scope into manageable sections.

**Scheduling:** EAD develops a detailed project schedule and Gantt chart that communicates the project timeline.

**Communication Plan:** EAD creates a communication plan including a Responsible, Accountable, Consulted, and Informed (RACI) chart that details how we will execute our communication strategy over the course of the project.

**Risk Management:** EAD identifies, documents, and prioritizes project risks.

## EXECUTION PHASE



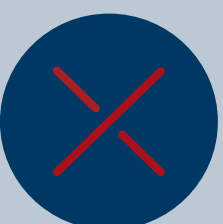
EAD collaborates with project stakeholders to execute the project management plan. We assign staff resources, procure equipment, and develop tracking systems. Starting from the initial kick-off meeting, we manage the entire project from start to finish.

## MONITORING & CONTROL PHASE



EAD monitors the project budget, schedule, and deliverables to ensure we meet all cost, quality, and safety related Key Performance Indicators (KPIs).

## CLOSING PHASE



**Congratulations**, your project is almost done. EAD prepares a final project punch list, final budget, and final project report. We hold "lessons learned" sessions to encourage continued project improvement.

EAD employs the methods of the Project Management Institute (PMI), the worldwide standard for project management, in the execution of all of our projects.