PROJECT CONFIGURATION REQUESTS

FOR PANSOPHY

# Excel Spreadsheet Template:

A Project Configuration Spreadsheet Template will be provided to Project Management upon start of a new project. The following information is requested to be provided in the spreadsheet.

1. "TIMELINE"
	1. Milestones of project for receiving parts
	2. Milestones of project for starting of assemblies
2. "PARTS"
	1. Parts Listing
		1. Name (Acronym will be assigned by Pansophy Team)
		2. Drawing Number(s)
		3. SOTR and backup SOTR
		4. Inspections / Processing / Testing required
		5. Serialization
		6. Vendor Documentation
	2. Number of parts expected to receive
	3. Traceability required? Parts requiring traceability must be included in assembly travelers
	4. Process flow of Parts to be notated prior to receiving first part. And person(s) responsible to ensure parts get moved
	5. Critical Characteristics of Parts to be inspected/tested must be provided (included in traveler)
3. "PROCEDURES"
	1. Listing of Procedures
	2. Author / Reviewer / Project Lead
	3. Expected required date
4. "TRAVELERS"
	1. Listing of Travelers for parts (to be inspected/processed/tested)
	2. Listing of Travelers for assemblies (CAV / CST / CM) (ENGR must be assigned)
	3. Acronyms for parts and Names for Travelers to be assigned by Pansophy Team
	4. Author / Reviewer / Project Lead
	5. Expected required data
	6. Associated Drawings
	7. Associated Procedures
	8. Associated Safety documents
	9. Process flow of parts to be documented
	10. Key Performance Indicators (KPIs) for inspection/test must be provided (included in traveler)

# Additional Information

Additional information to be provided includes:

## Drawings

1. Drawings requiring configuration control  must be notated at the start of the project
2. If BOMs will be provided, then their location and depth of coverage must be provided.
3. Where will drawings be kept (DCG, M:drive, DocuShare)
4. Person(s) responsible for ensuring “current” drawing revisions are used in production

## Key Performance Indicators (KPIs)

1. KPIs for testing of CAV / CST / CM must be provided (included in traveler)
2. KPIs required for shipping must be provided (included in traveler)

## Customer Data Delivery

1. Deliverables required by Customer on delivery of CM
	1. KPIs
	2. Traveler Data
	3. Shipping Data
	4. Other
2. Will ACLs be required