



# **Assembling the Pieces**

**A project guide**

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# The Important Pieces

- Summary - what and why
- Team - who and how
- Project management - when



# Summary

- Background
- Objectives
- Requirements
- Scale and scope



# EH&S Team

- Project owner
- Unit managers
- Staff



# IT Team

- IT Manager/Special Projects
- IT Resources
  - hardware/software approval
  - implementation personnel
  - support personnel
- Other usage concerns



# Your Client

- Data they consider valuable
- Format of the data
- Integrate client functionality



# Solution Provider

- Lead manager
- Development
- Implementation/training
- Support/improvements



# Project Management

- Set milestones
- Make them measurable
- Detailed indicators



# Future Improvements

- Wireless
- Photographs
- Bar code readers
- Report automation
- Information management