

# Patti Project Process

## 1 Initial Discussions

Depending on the size, clarity and complexity of the project, the initial discussion could be as short as a phone call or two, or may involve a site visit and a series of meetings. During these discussions we'll establish:

- Your **requirements**
- Your **budget**
- **Who** we'll need involved from each of our teams

## 2 Project Plan

Our engineers will plan a solution to meet your needs. They may request further documents such as copies of **prints**, **programming code**, or other information in order to more clearly define the project. In some cases, we may recommend an **engineering study** to determine feasibility before diving into the full project.

We will provide a **proposal**, which includes:

- The scope of the projects
- Hardware and software
- Risks
- Cost

## 3 Project Kickoff

When your team decides to move forward and submits a Purchase Order, we will schedule a project kickoff. During this meeting, we will:

- Introduce project team members, including our project manager and/or lead engineer
- Discuss tactical needs
- Discuss a communication plan, including meeting cadence, project milestones and points of contact

## 4 Project Closeout

When we have received written confirmation that the project has met the objectives, our team will close out the project.