

# PHC Activities

## Pre-start

- Overview Presentation [www.phcportal.com](http://www.phcportal.com)
- Commercial
  - MOU
  - Proposal

## Ongoing Activity

- Work on Deliverables
  - Integrate Comments
  - Trial Merges
  - Existence Check
- Work on Concerns
  - Integrate Comments
  - Trial Merges
- Work on Keywords
  - Update Keyword Maps
  - Search for Connections
- Work on Project Structure
  - Update People Map
  - Update Assurance Events Map
  - Update Locations Map
  - Update Concern Categories Map
- Meeting Facilitation
  - Technical Meetings
  - Management Meetings
- Weekly Reporting

## The First 3Weeks

- Establish Project Structure Charts
  - People
  - Assurance Events
  - Concern Categories
  - Project Locations
- Establish Concerns List
  - Absorb Risk Register
  - Absorb Meeting Minutes
  - First Pass Keyword
- Establish Deliverables List
  - Absorb Contract Deliverables
  - Absorb Deliverables from Project Plan
  - Make DT01 PHC Items
  - Make DT02 Locations
  - Make DT03 Documents
- Customise PHC Outputs
  - Mayfly
    - ATS Lists
  - Deliverables Tracker Lists
    - DT01 ATS Items
    - DT02 Project Locations
    - DT03 Documents

## Training Needs Analysis Report Client Presentation Using Live Project Data