QualityProcedure

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Purpose

This procedure is established and maintained to ensure the process of monitoring development projects is done systematically and in accordance with the quality management system and other regulatory requirements put in place.

Scope

This procedure shall be used by the Innovation and Sustainability (I&S) Division in monitoring physical and non-physical development projects funded by the Sarawak Government via the Integrated Project Monitoring System.

Process Details

1.0 Recording of Project Details

1.1 Based on approved development projects by the authority, the head of division (HOD)/designated officer (DO) shall login to the Integrated Project Monitoring System (IPMS) and record down details of the projects into the system.

1.1.1 The key performance indicators (KPI) of non-physical projects and the milestones of physical projects will determine the frequency of update.

2.0 Notification for Update

2.1 Based on the KPI and milestones in IPMS, the HOD/DO shall notify the project owners (PO) via email within 3 working days to submit their project updates.

2.2 Upon receipt of project updates from PO, the HOD/DO shall login into IPMS and update the system accordingly.

3.0 Handling of Amendment

3.1 Whenever there is amendment to be made to a published report, the HOD/DO shall login into IPMS and do the necessary amendment.

3.1.1 Amendment made to an existing report will trigger an email alert for the Project Manager to take action.

3.2 Upon receipt of an email alert from IPMS, the Project Manager shall login into IPMS and review whether or not the amendment to the existing report is in order.

3.2.1 If the amendment is in order, the Project Manager shall verify it and update its status as “Verified”.

3.2.2 If the amendment is not in order, the Project Manager shall reject it and notify the HOD/DO to make the necessary correction.

4.0 Control of Documented Information

4.1 Whenever data is recorded into the IPMS, it shall be kept in IPMS for as long as the system is in use.

4.1.1 The data shall be regarded as “Open” and can be accessed by every staff.