

Project Management: The Vendor Perspective

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What is Project Management ?

- Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time.
- The primary challenge of project management is to achieve all of the project goals within the given constraints.

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What makes a good RT PM ?

Experience !!!!

But what experience?

PMP ?

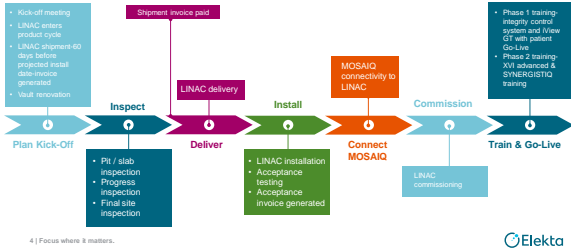
RT ?

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Implementation process



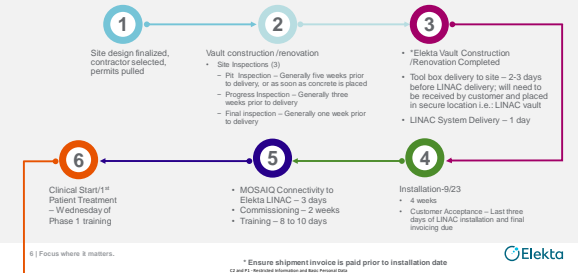
Roles and responsibilities

	Elekta	Customer
Plan & Kick-Off	<ul style="list-style-type: none"> • Complete project charter, project plan, communication plan • Schedule milestones • Conduct kick-off meeting • Review Review Plan 	<ul style="list-style-type: none"> • Identify core team • Review kick-off materials & complete required documentation • Building access (essential for transition team) • Ensure resources are reviewed and paid according to purchase and business agreement
Inspect	<ul style="list-style-type: none"> • Confirm correct deliverables are delivered • Confirm site prep completed to Elekta standards • Confirm rigging path for delivery 	<ul style="list-style-type: none"> • Wall construction is 100% completed prior to final inspection, according to Elekta specifications • Provide workmanship information prior to progress inspection
Deliver	<ul style="list-style-type: none"> • Deliver & rig-in machine 	<ul style="list-style-type: none"> • Ensure staging area is clear and free of obstacles • Ensure Elekta personnel have access to space
Install	<ul style="list-style-type: none"> • Install LINAC and accessories • Perform beam modeling 	<ul style="list-style-type: none"> • Conduct radiation leakage survey • Approve work order 2
Connect to MOSAIQ	<ul style="list-style-type: none"> • Connect MOSAIQ to LINAC and update MAC file 	<ul style="list-style-type: none"> • Complete connectivity checklist provided by Elekta • Add support on IT • Provide IT support as needed
Commission	<ul style="list-style-type: none"> • Perform beam modeling, if purchased 	<ul style="list-style-type: none"> • Collect beam data • Perform beam modeling and quality assurance testing
Train & Go-Live	<ul style="list-style-type: none"> • Deliver end-user training • Provide on-site Go-Live support 	<ul style="list-style-type: none"> • Complete pre-training checklist • Assist with scheduling & coordination of end-user training • Provide Start-Up & IT support, as needed
Close	<ul style="list-style-type: none"> • Conduct project close meeting • Transition customer to support 	<ul style="list-style-type: none"> • Participate in project close meeting

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Project timeline: LINAC treatment system



Elekta site inspection overview

Vault slab inspection 1

Check LINAC table pit and vault slab levelness-pass/fail

Progress inspection 2

All electrical and mechanical rough-ins should be complete, vault door installed, fascia wall roughed in, all laser and camera mounts roughed in

Final site inspection

One week prior to machine delivery, all site prep requirements must be 100% complete. Go or No Go for Installation (Pass/Fail)

Mobilization of installation activities takes place after the final inspection (tool boxes ship, final arrangements made by riggers and logistics company delivering the equipment, Engineer makes final travel plans)

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Milestones

- Kick off meeting
- Linac enters product cycle
- Linac shipment
- Pre-construction meeting
- Vault construction
- Pit / vault slab inspection
- Progress site inspection
- Final site inspection
- Delivery and rigging of Linac
- Completion of acceptance testing
- Linac service handoff
- Commissioning
- MOSAIQ installation
- Elekta linac training
- Additional Elekta training (if applicable): bodyfix, abc, fraxion etc....



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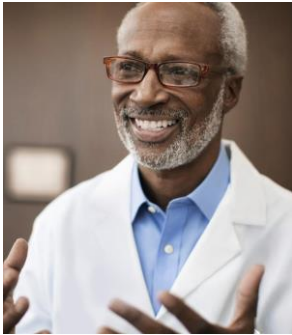


Critical success factors

- Project ownership & buy in – mutual responsibility
- Primary client contact
- General contractor
- IT infrastructure
- Meeting project milestones on time
 - Failure of the site inspections will result in the installation being pushed to the next available dates, typically 3 - 4 months later
 - It is very important to stay on schedule!
- Maintaining continuous communication

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Physicist involvement

- Shielding survey
- Area survey
- Neutron test above 10Mv
- Acceptance of LINAC
- Commissioning
- Beam modeling or validation
- MOSAIQ installation acceptance



Shielding design and calculations

 <p>All shielding design is done by the site physicist of record.</p>	 <p>All vault penetrations are to be approved by the physicist.</p>	 <p>The physics pipe location and size is up to the physicist.</p>
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We have two sets of plans. Who's plans do we use?

 <p>Use the architectural blue lines</p>	<p>Elekta plans are for reference only</p>	
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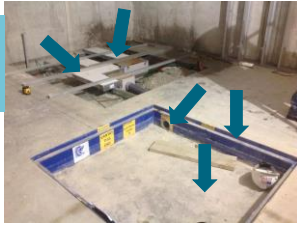
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Absolutely the most difficult part of the job

Critical dimensions
+/- 1/16" (2mm)
throughout.



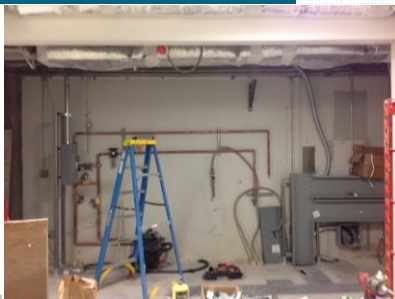
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13 and 14 | Ready-Cast Information and Best-Practice Data



How do I meet tolerance?

- > 4500 PSI
- > 9" monolithic slab
- No layering
- 9.25" depth & Flat to 1/16"



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13 and 14 | Ready-Cast Information and Best-Practice Data





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Vendor doesn't control the contractors



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Thank you



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