

Project Management

Project Managers Ensure Success of Your Project Through Collaboration, Planning and Communication

Aerial mapping projects are very complex—there are a great deal of moving parts to ensure projects meet project specifications, schedules, and quality standards. Surdex's Project Managers (PMs) are essential to properly addressing all these critical project components while maintaining continuous contact with our clients to ensure their needs are met. Our PMs maintain responsibility for their assigned projects starting with the RFP review and response process, continuing through the acquisition and production phases, delivery and client inspection, and indefinitely into the future for potential restores of data from completed projects. PMs have numerous specific tasks for each phase of a project, as well as ongoing responsibilities.



Adam Hoffman, Project Manager (left) and Wade Williams, Director of Project Management (right) conferring with Colby Forke, Director of Image Processing (center), at the ILMF conference

Phase 1: Project Startup

- Review RFP and proposal
- Sales hand-off meeting
- Book project
- Confirm project boundary, specifications, and schedule
- Create Scope of Work document (acquisition and production specifications)
- Coordinate internal and external kickoff meetings

Phase 2: Project Maintenance

- Review flight, survey, and production plans (assist as needed)
- Monitor delivery schedule
- Attend production meetings
- Provide daily acquisition updates to client
- Provide Status Reports to client weekly
- Review actual project costs weekly
- Send pilot project and final delivery data
- Assist client with product review
- Inspect client calls, relay to production

Phase 3: Project Closeout

- Confirm client acceptance of final delivery
- Create and send final invoice
- Notify client that customer service will contact them for follow-up survey

Ongoing PM Tasks

- Raw lidar point cloud
- Support Sales group at conferences and client meetings
- Manage and support subcontractors (when used)
- Submit monthly invoicing
- Ensure all projects remain on schedule
- Collaborate with acquisition and production managers to resolve issues
- Inform client of any issues and their resolution
- Respond to any client communication within 24 hours



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