项目管理 (I)
Project Management（First Issue）

职责
Responsibility

销售
BD

获取客户的项目信息
Obtain customer's project information
协同项目管理/项目负责人与客户沟通项目进展
Collaborate with project management/project leader to communicate project progress with customers

QA

评估项目的客户质量要求
Assess customer quality requirements of the project
进行必要的转移资料审核
Carry out necessary transfer document review
进行必要的过程监督
Carry out necessary process supervision
参与必要项目质量问题沟通
Participate in the communication of necessary project quality issues

项目负责人（技术负责人）
Project Leader (Technical Leader)

负责安排项目相关的工艺研发，技术转移和项目交付，组织解决相关问题
Responsible for arranging the process R&D, tech transfer and project delivery, and resolving the issues encountered
负责审核项目工艺技术包，项目报告等
Review project technical package and campaign report
提供技术支持，必要时提供技术培训
Provide technical support and provide technical training when necessary
准备项目汇报和研发报告
Prepare project update and development report;
和客户对接项目沟通以及问题的解决
Participate in or lead the communication and problem solving with client.

客户经理 AM
Account Manager

负责特定客户项目沟通及关系维护
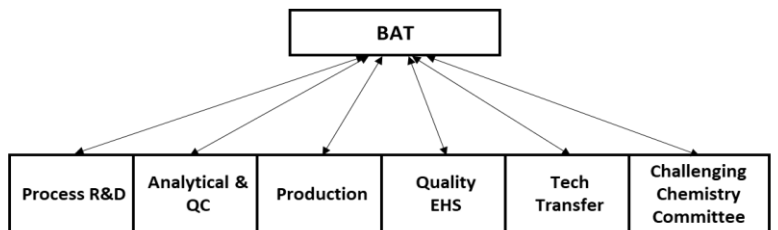Responsible for specific customer's project communicating and customer relationship maintenance

项目管理
Project Management

协调项目计划的制定
Assist in organizing the project plans
收集存储项目相关的工艺技术包、分析技术包
Collect project-related process technical packages and analytical technical packages
组织必要的项目启动会和定期的项目会
Organize necessary project kick-off meetings and regular project meetings
定期跟踪进展，协调项目遇到问题的解决
Regularly track the progress and coordinate the problems solving
组织和客户的沟通或协助销售与客户的沟通
Organize the communication with customers or assisting BD for customer communication
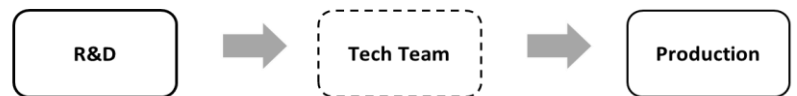
项目分析负责人
Project Analytical Leader

安排相应的分析和QC活动
Arranging project related analytical and QC activities
提供技术支持，必要时提供技术培训
Provide technical support and provide technical training when necessary
审核项目分析技术包
Review analytical technical package
负责转移过程中的分析方面的风险评估，并对接分析问题的沟通、解决
Responsible for the analytical tech transfer, communicate and solve the analytical problems
和客户对接项目分析问题的沟通和解决
Participate in or lead the communication and analytical/QC problem solving with client.

Single Point of Contact

Tech Transfer Flow

R&D → Tech Team → Production

Note: The tech transfer will be exempted if there is production history in the manufacturing site and no change will be involved for the process.

充分了解客户需求
Fully understand customer's needs