

ASS. REC. BY:

REF: CS/AIG21000034/Etd3

Special Instruction:

SURVAYOR

STEVE

ASSIGNMENT (Office)

Merimen

From (Person): CHIN LEE YING

AIG

Date/Time: 03/01/2020@8.32PM

Estimated Cost:

Bill to:

OD TP WS TP RES / OD RES / EVA / INV / MV / CS
SMG 8453H

Insured:

To Inspect Vehicle No:

SMG 8453H

Tel: 6568 4501

at Workshop m/s

CYCLE & CARRIAGE KIA

of

209 PANDAN GARDENS

Policy No: 1800147027

Claim No:

Sum Insured:

Excess:

D.O.A. 01/01/2021

Make of Veh:
(Client's Record

CA / **REV** / REP. / REV 24 HRS

H.O.D. Endorsement:

Date/Time: 04/01/2020@10.27AM

Person Contacted:

EDWIN

Vehicle **IN** OUT

DateTime

Action/Instruction	(☒)	Estimate
1. Review the project plan and timeline.	☒	10
2. Identify the key stakeholders and their roles.	☒	10
3. Conduct a risk assessment and develop mitigation strategies.	☒	10
4. Develop a communication plan and schedule regular updates.	☒	10
5. Monitor progress and adjust the plan as needed.	☒	10
6. Prepare a final report and present findings to stakeholders.	☒	10
7. Reflect on the project and identify lessons learned.	☒	10
8. Document the project outcomes and share them with the team.	☒	10
9. Celebrate the success of the project and thank the team.	☒	10
10. Archive the project files and close the project.	☒	10

SMG 8453H-X