

ASS. REC. BY:

Special Instruction:

SURVEYOR

ASSIGNMENT (Office)

From (Person): Chin Lee Ying of AIG Date/Time: 23/02/2021

Estimated Cost: _____ Bill to: _____

OD+TP+WS+TP RES / OD RES / EVA / INV / MV / CS

To Inspect Vehicle No: SMJ 2075P Insured: _____

at Workshop m/s Cycle & Carriage Kia Pte Ltd Tel: 65684555

of 209 Pandan Gardens

Policy No: 1900020769 Claim No: _____

Sum Insured: _____ Excess: _____

Make of Veh: _____ D.O.A. 22/02/2021
(Client's Record)

CA / REV / REP. / REV 24 HRS H.O.D. Endorsement: _____

Date/Time: _____ Person Contacted: _____ Vehicle IN/OUT _____

Date/Time	Action/Instruction (☒) Estimate
11/11/2023	1. Review the project schedule and identify critical path activities.
11/11/2023	2. Conduct a risk assessment for the project.
11/11/2023	3. Develop a communication plan for the project.
11/11/2023	4. Review the project budget and identify areas for cost savings.
11/11/2023	5. Conduct a stakeholder analysis and identify key stakeholders.
11/11/2023	6. Develop a project charter and obtain approval from the sponsor.
11/11/2023	7. Conduct a project kickoff meeting and assign roles and responsibilities.
11/11/2023	8. Review the project progress and identify areas for improvement.
11/11/2023	9. Conduct a project closure meeting and obtain feedback from stakeholders.
11/11/2023	10. Review the project outcomes and identify lessons learned.

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