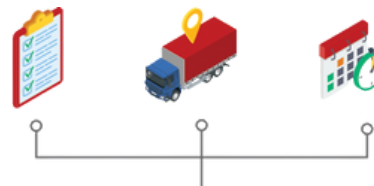


PROJECT MANAGEMENT SERVICES



Coordinating with Account Managers after orders are placed:

Once an order has been placed, the project management team steps in. Collectively, they will remain in communication with all stakeholders through the delivery and installation of the healthcare equipment.



Facilitating Weekly Meetings with the Customer:

As projects near planned delivery dates, PM's facilitate more frequent meetings with key stakeholders.



Preparing Weekly Tracker Reports:

PMs share weekly tracking reports with information relevant to the stage of the project.



Issue Resolution:

Throughout the project PMs actively work to resolve issues, such as shipping damage, as they arise. Although communicated to the customer, the focus is to ensure the issue is invisible in terms of impact on delivery milestones.



Communicating with the Warehouse Logistic Team:

PM's maintain open communication with the warehouse logistics team to ensure the project management team has the most up-to-date information related to receiving and inspections and, as deliveries are scheduled, the status of staging and loading the delivery trucks.



Delivery, Installation, and Paperwork Review:

After equipment has been delivered and installed, the PM reviews signed receivers against pick slips to submit accurate and timely invoicing paperwork.



Communicating with the Direct-to-Site (DTS) Delivery Team:

Open communication with the DTS team ensures critical scheduling and delivery instructions from the customer are shared.

