

Interface Types

Tangible or Hard Interfaces

Have a physical connection such as a structural steel connection, pipe termination, or cable connection, Ex. Tie-In Points.

Intangible or soft interfaces

Involve only the exchange of information such as design criteria, clearance requirements or utility needs between Delivery Teams or between a Delivery Team and an external party.

Technical interfaces

Are tangibles or hard interfaces that occur within structures, systems and equipment, Ex. Tie-In Points.

Execution interfaces

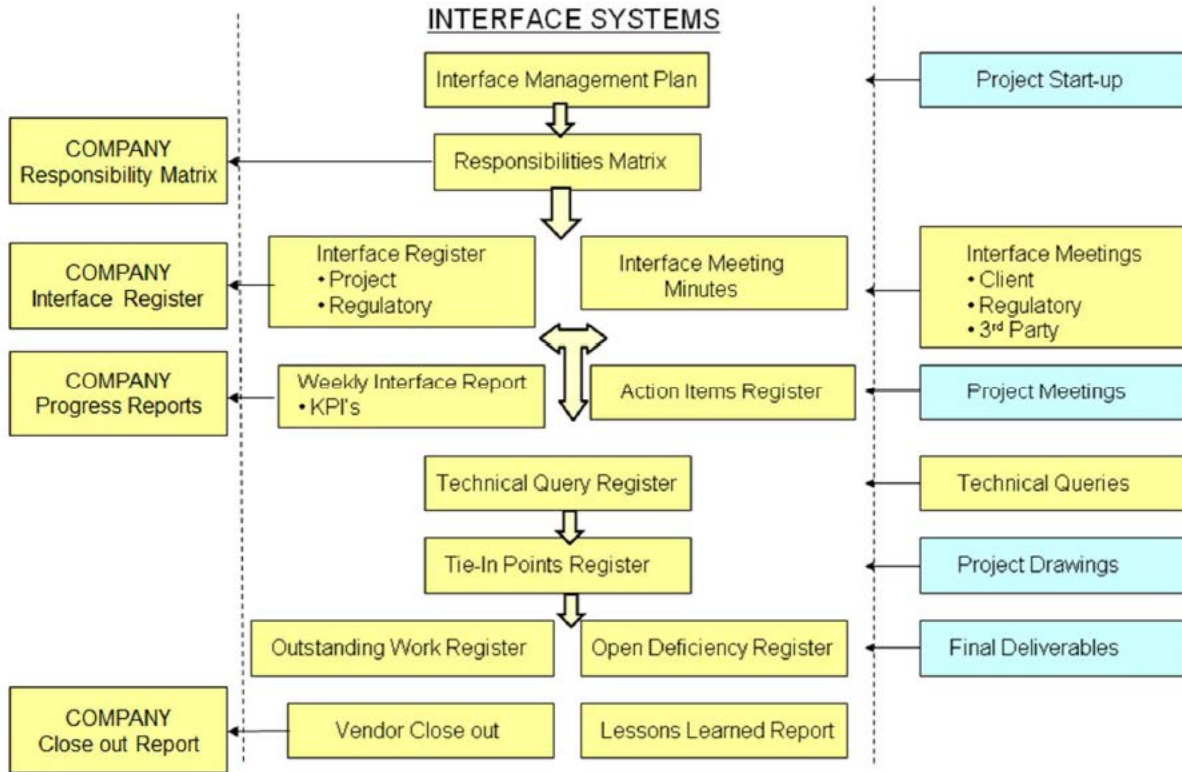
Occur when different contractors conduct their scope of work in series with interfaces that are dependent on each other or simultaneous when concurrent activities impact each other. (Here Construction Manager is in lead).

Organizational Interfaces

Result in a significant loss/gain in schedule or capital to the originating Delivery Team or to the project in general.

Critical interfaces

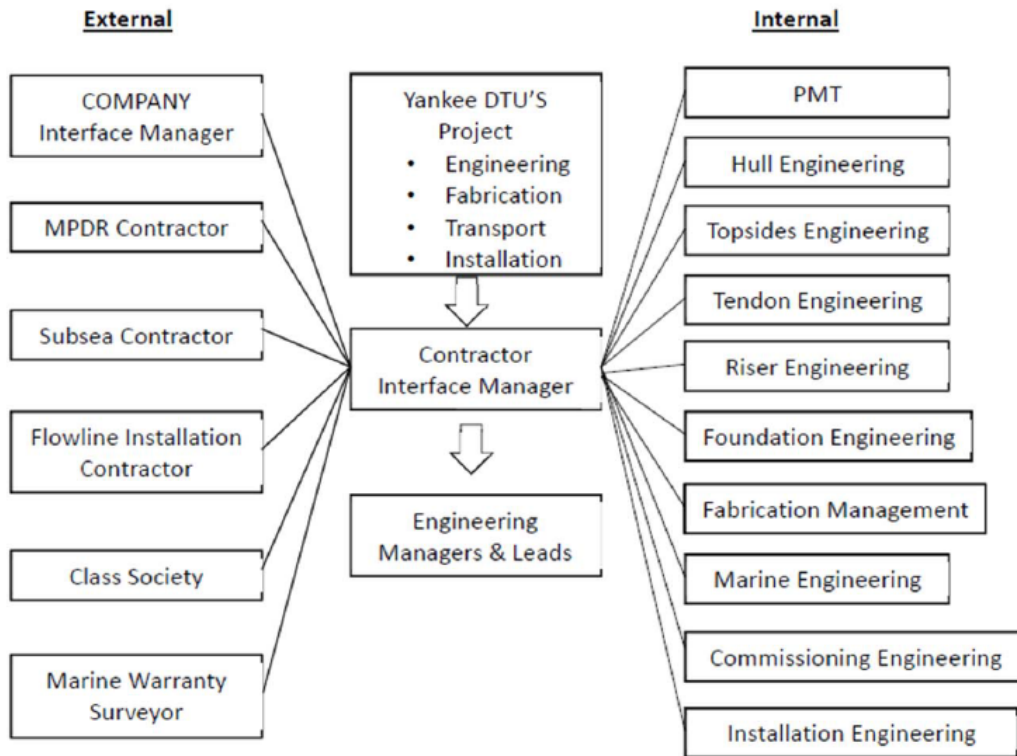
Result in a significant loss/gain in schedule or capital, those not performing have potential to negatively impact project performance.



Interface Management Information Flow Chart

STRATEGIES OF INTERFACE MANAGEMENT PLAN

- Ensures all interfaces between the various parties are identified and controlled to ensure integrity between the different elements associated with the project.
- Maintains up-to-date Interface Registers and forms bridge between various parties involved in the execution of the Project.
- Defines precisely the interface requirements associated with each party involved in a particular interface.
- Defines the responsibilities for the parties involved with the interface so that individuals can be assigned and made accountable to follow-up the required actions.
- Monitors the transfer of information relating to interfaces between the relevant parties, including Risk Identification & Mitigation Management, and VEP (Value Engineering & Constructability) Programs.
- Monitors the status of the interface actions to enable active follow-up if necessary by the Project Management Team, including potential change requests, variation requests, etc.
- In short, creates an environment to minimize loss of revenue.



External –Internal Interface Structure

INTERFACE MANAGEMENT FRAMEWORK – (1 OF 2)

Interface Identification

- All interface issues and activities identified by any of the interfacing parties are captured. Items may also arise from various sources, including interface meetings, risk workshops, review of contractor Document Registers, interface planning, and needs identified as the Project progresses.

Interface Responsibility Matrix

- Is developed and executed for project work scope for all interfaces, and particularly the tangible or hard interfaces.

Interface Query and Response Form (IQRs)

- Is initiated for each open interface item with parties involved for their external and critical internal interfaces. Is used to document details of an interface, request interface information from another organization (Respondent) with due date and priority, and/or formally closeout an interface. Delivery Teams will agree among themselves on which organization (Respondent) is responsible for supplying the interface information and which organization is the receiving organization (Recipient).

INTERFACE MANAGEMENT FRAMEWORK – (2 OF 2)

Interface Data Register (IDR)

- Interfaces are managed between parties via an Interface Data Register (IDR), all interfaces are recorded, monitored and controlled. (Use Excel spreadsheet or PIM modules).
- Each interface item has unique ID & sequence number.
- IDR is a “live” document, updated continually throughout the project life cycle.
- Format the IDR to transfer data associated with an interface on to an Interface Data Sheet (IDS), a convenient means to transmit interfaces to concerned parties; hard-copy file or email attachment.
- Sorted and updated IDR is transmitted regularly and prior to Interface Meeting conducted by PIM; attendees could be in person or via Conf-call & include the Interface Coordinators / Engineers of concerned parties (SPOC’s).
- Revisions & updates are entered into copy IDR and returned to the PIM for inclusion in ‘Master’ Interface Data Register.

Interface Kick-Off & Weekly Meetings

- Conduct KO-meeting, and then regularly schedule and participate in Interface Meetings with Client(s), Contractors, Vendors, Discipline Leads, & concerned attendees as required.
- Review outstanding interface issues, record in the IDR, agree on means to resolve issues, set new target dates or revise, record action items with due dates.

METHODOLOGY - PROCESS PRINCIPLES

- Prime objective of interface management is to improve business (project) performance, avoid surprises, and reduce frequency of poor outcomes.
- Achieve objectives through robust process, manage and assure flow of critical information in a timely manner between the various project Development Systems.
- Support the proactive management 'culture' that empowers team members to follow the system and resolve mismatches between parties.

Interface Management Plan is based around following principles:

- Achieve clear project organization, prompt communication methods, adequate plans and procedures, correct communication structure, face-to-face discussions, person-to-person formal/informal interactions, scheduled group meetings (Breakout Sessions), etc.
- Improve interface management team's roles & responsibilities; incorporate full understanding of interface accountability, responsibility and respective contractual interfaces within the Project.
- Assign a Single Point of Contact (SPOC) with authority and/or responsibility to ensure that interfaces are fully controlled within their team.
- Ensure that interfaces are identified early, cataloged and updated regularly.