

	PROJECT MANAGEMENT Communication Matrix	Reference : JKR.PMMM.10 Page No : 1 Issue No : 1 Revision No : 0 Date : 06.05.2008
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SCHEDULED REPORTS & MEETINGS

PROJECT: KONVENSIIONAL DALAMAN	PREPARED BY:
	REVIEWED:
PROJECT MANAGER :	DATE OF PREPARATION:

	HODT (Elektrik)							
Personnel Initials	PENGARAH KANAN CKE	PPR/ PPP	KJE	JEPK	JEP	JEK	JE	PJE

REPORTS

Laporan Maklumbalas Mesyuarat			R	R	R	M,D	M,D	M,D
Laporan Kajian Semula Rekabentuk			P,R	P,R	P,R	M,D	M,D	
Laporan Verifikasi Rekabentuk			P,R	P,R	P,R	M,D	M,D	
Laporan Pemantauan Projek	R	R	P,R	P,D	P,D	M,D	M,D	

	PROJECT MANAGEMENT Communication Matrix	Reference : JKR.PMMM.11 Page No : 2 Issue No : 1 Revision No : 0 Date : 30.04.2007
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	HODT (Elektrik)					HODT				PELANGGAN	
Personnel Initials	KJE	JEPK	JEP	JEK	JE	Arkitek	Awam	Ukur Bahan	Mekanikal	HOPT	Agensi Kerajaan

MEETINGS

Mesyuarat Koordinasi				R,A	R,A	R,A	R,A	R,A	R,A	P,M	R,A
Mesyuarat Rekabentuk Awalan	R,A	R,A	R,A	P,M	P,M						R,A
Mesyuarat Kajian Semula Rekabentuk	A,D	A,D	A,D	A,D	A,D						
Mesyuarat Verifikasi Rekabentuk	A,D	A,D	A,D	A,D	A,D						
Mesyuarat Pra-Pembinaan	D,P			P	P						

Consider the reports and meetings required, the subject and frequency (weekly, monthly, milestone, phase)

Abbreviations Key:

- P - Prime responsibility for Action
- M- Prepares Minutes or Report/distributes
- R- Receives Reports

- A – Attends & receives Minutes
- B – Receives Minutes only
- C – Consulted prior to meetings or report writing
- D – Responsibility for Action