



Project Management Process

- I. Project On boarding
 - a. Business Development Officer (BDO) receives project from client
 - b. BDO reviews specifications of the project
 - c. Schedule a conference call with the BDO, Account Manager and Client (Research Manager involved based on complexity of project)
 - i. Introduce team
 - ii. Obtain clarity of project details
 - iii. Establish mutual expectations for the project

- II. Project Initiation
 - a. Confirm signed contract on file
 - b. Confirm weekly billing process
 - c. Notify client of start date of project within 48 hours of project on boarding

- III. Active Research Project
 - a. Research begins
 - b. AM updates client every 48 hours
 - i. Adjust research as necessary
 - ii. Review project to ensure alignment with project parameters

- IV. Active Development Project
 - a. If project includes development, transition to recruiting team begins.
 - b. Schedule conference call with client, BDO, AM and Recruiter
 - i. Introduce Qualigence and client team members assigned to project
 - ii. Obtain clarity of development project details
 - iii. Explain Qualigence recruitment process
 - iv. Establish communication expectations for both parties

- V. Ongoing Development Project
 - a. Recruiting begins
 - b. Candidate submittals sent via e-mail to client for review
 - c. Weekly Recruiting conference call with Client, AM, BDO and Recruiter for review and update
 - d. continues ongoing follow-up to client every 48 hours

- VI. Project Completion
 - a. Client determines project completion and notifies Qualigence