

## Microchip Program Management

Many Customers require a higher degree of order visibility, communication, and support for critical programs. Microchip's Program Management team reports directly to the Mount Holly Springs Manufacturing Director and is responsible for monitoring and reporting on all aspects of the contract to the Customer and MHS senior staff.

PM functions include, but are not limited to:

- Monitoring and reporting status of order progression, material procurements and assembly, inspection, and test tasks from order inception through final shipment and closure.
- Performing a Contract Review to assure that all Customer drawing and contract requirements are understood and communicated within Microchip.
- Ensuring that U.S. DoD government ratings and other flow-down requirements are distributed within and for inclusion in Microchip Supply Chain Purchase Orders.
- Monitoring progress of the:
  - Sales Order release cycle
  - Bill of Material generation and release
  - drawing releases and change orders
  - material procurements and supplier delivery to promise
  - non-conforming material issues and closure actions
- Reviewing configuration status of drawings and supplying the Customer with applicable documentation for reviews and approvals as required by the contract.
- Creation and maintenance of the Microsoft Project Milestone schedule for the deliverables upon having all material confirmations and the Production build schedule in place. Reports are typically presented at two-week intervals but can be varied to suit either specific reporting requirements or as significant events warrant. The milestone identifies all major schedule operations from Kitting through Final Shipping.
- Coordinating telecoms and/or on-site meetings such as MRR, PDR or CDR as required by contract. PM maintains the Minutes and tracks Action Items that result from those telecoms and meetings.
- Monitoring subcontractor performance and facilitate activities to ensure timely material deliveries.
- Actively participating in Production status meetings within Microchip MHS.
- Notifying the Customer of activities, issues or concerns that have the potential to impact quality or schedule.
- Identifying deliverable data requirements and coordinating their submission to the customer.
- Supporting Microchip MHS Quality Assurance with hosting of Customer Source Inspections.

Microchip values its Customer relationships. The Program Management group is an integral part of the Mil-Space Team to assure that we have open and active lines of communication for the duration of the order.