



D06004
13th March 2006

Service Descriptions for Tylee-Birdsall & Co (TBC)

Approved by:

A handwritten signature in black ink, appearing to read 'Alex Tylee-Birdsall', written over a horizontal line.

Alex Tylee-Birdsall
Director, Tylee-Birdsall & Co Limited

Commercial Contact:

Alex Tylee-Birdsall
Director

T: 01530 273590
M: 07867 771891
E: alex@tylee-birdsall.co.uk



1 Introduction

TBC offers services primarily to the automotive engineering industry, specialising in transmission and driveline development. The areas of expertise include project management, project quality assurance, engineering process development and improvement, team building and training support.

TBC understand the importance of well-managed structured projects and processes. The engineering project environment is always subject to change. The ability to respond to this change and still ensure quality of delivery is a characteristic that TBC take pride in.

2 Service Descriptions

Services will be supplied as fixed cost work packages or projects. In the rare case where work scope may be unpredictable a daily or weekly rate plus expenses will be agreed with the client. The services offered by TBC are given in the following table.

Project Management and Co-ordination

TBC will take on the full role of Project Manager for internal projects and can also co-ordinate projects that are fully or partly outsourced to suppliers. TBC has experience in developing effective project management methods and processes.

Project Troubleshooting

When problems occur during projects it can sometimes be difficult to be objective enough to resolve these issue efficiently. This situation may be made worse if there is a financial or time pressure associated with the resolution of a problem. TBC are able to provide external support and leadership in troubleshooting project issues.

Interface Management

In all product development there is a customer / supplier environment. This is likely to involve the interface of one product to another. Problems can arise if there is disagreement or lack of ownership for these interfaces. External interface management proves very effective in these circumstances.

Project Process Auditing and Improvement

A service can be provided to review the current methods used by a client to run projects. The effectiveness of these methods will be measured and improvements recommended where necessary. TBC recognise that each business is different, and these processes need to be tailored to match the specific environment.



PRINCE2 Project Management Method Implementation

The PRINCE2 project management methodology is becoming more widely required. TBC can map the PRINCE2 process to existing project management processes and assist in the implementation over a number of projects.

Design and Implementation of Project Processes

TBC can create new tailor made processes for managing of projects and implement them across a client organisation.

Design Analysis Process Auditing and Improvement

TBC has extensive experience of effective design analysis process (with particular application to transmission and driveline engineering). Studies have shown that effective up front analysis is the best way to reduce product development cycle time.

Independent Assessment of Design Analysis Tools

An objective independent assessment of Design Analysis Tools can be offered (with particular application to transmission and driveline engineering).

Quality Assurance of Suppliers

When dealing with new suppliers it can take some time or be unclear as to the technical competency or quality these suppliers will offer. TBC can carry out an independent audit of these companies to give our clients the confidence to proceed.

Quality Assurance of Project Work and Processes

On any project, and particularly those containing high levels of risk, senior management need to be confident that the project is proceeding to plan. In most large projects some form of gateway process is used. TBC can provide independent gateway assessments as well as providing continual quality assurance throughout a project term.

International Representation

For international companies with UK or European suppliers it can be difficult to communicate concerns or changes during a project. TBC can provide an onsite representative who can spend time to understand particular problems and then communicate with suppliers on behalf of our clients. This has proven to be a very effective method in removing misunderstandings that can cost projects time and money.

Engineering Team Building / Recruitment Support

It is well known that during times of growth you can be too busy to recruit. TBC has experience of building high calibre engineering teams in both the UK and overseas. TBC can assist in the



recruitment process by reviewing and interviewing candidates. A balance of the skill sets required by the client will be obtained in the process.

Resource Planning & Strategy

Many engineering companies overlook long term planning for recruitment. TBC can offer long-term resource planning along with the implementation of knowledge management initiatives to maximise the effectiveness of existing staff.

Project Management and Process Training

Training can be provided, at client sites, on project management. This includes training in processes that have been developed by TBC to match specific customer requirements.

Technology Transfer Co-ordination and Training

In organisations with connections to the Asian markets the transfer of technology plays an important role. TBC has experience in co-ordinating and delivering technology transfer sessions for this demanding market.

- End of Document