

Interface Process

A typical interface process is listed below:

- Develop interface management plan and procedures.
- Identify key interfaces, define deliverables, responsibilities and dates.
- Summarise interfaces in the Project Interface Management System and extracted registers and reports.
- Review Interface Register at regularly scheduled interface meetings.
- Monitor, Track, Expedite and Report on interface performance and progress.

Interface information

It is suggested that each interface sheet contains the following information:

- Interface Number
- Revision Number
- Revision Date
- Title
- Short Description
- Data Supplier
- Data Receiver
- Required Return Date
- Forecast Delivery Date
- Close-Out Date
- Status
- General Comments