

Approach

Note

(ISO: 9001 certified unit)

**Modernisation of SMS**

**Bokaro Steel Plant**













**Centre for Engineering & Technology**

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<Name of TFM 1>, <Discipline >

<Name of TFM 2>, <Discipline >

<And so on.>

|  |  |
| --- | --- |
| Document Identification No. | ***<Document No.>*** |

**REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| **Revision No.** | **Brief Description** | **Revision Date** |
| R3 |  |  |
| R2 |  |  |
| R1 |  |  |

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**CONTENTS - CHAPTERS**

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| **Chapter no.** | **Description** | **Page no.** |
| 1 | Background |  |
| 2 | Analysis |  |
| 3 | Approach |  |
| 4 | Conclusion |  |

1. **BACKGROUND**

* There will be no Summary in AN.
* AN will start from Background
* Contents of the chapter will be as followed for similar chapter for FR.

1. **ANALYSIS**

This chapter will mainly include analysis, evaluation and various aspects of existing system or technology as per requirement of the project.

1. **APPROACH**

* This chapter will list out various approaches comprising of number of alternatives as the case may be to achieve the given target or specific parameters.
* The alternatives suggested along with their merits de merits ***(If mentioned)*** may be divided in short and long term on case to case basis.
* Alternatives suggested should be accompanied with block cost of individual proposal wherever possible.

1. **CONCLUSION**

* In this chapter various proposal considered can be summarized in tabular form :

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Description** | **Duration** | **Block Cost** |
| 1 | Proposal A | Short Term |  |
| 2 | Proposal B | Long Term |  |
| 3 | Proposal C | Long Term |  |

* This chapter can also include any remarks which help the top management to take decisions for further course of action.

**Instructions to follow while preparing Reports:**

# Cover page

## Text font and size to be retained

## Photographs are standard and same to be retained

## Make necessary changes within areas marked “<text>”

# Remaining pages

## Font and size to be used for heading: Segoe UI size 14

## Colour of heading is BLUE and to be retained

## Font and size for the body of the report: Segoe UI size 12

## Colour of body of the report is BLACK

# Tables

## Colour, shades for rows, font shall be as per the example below.

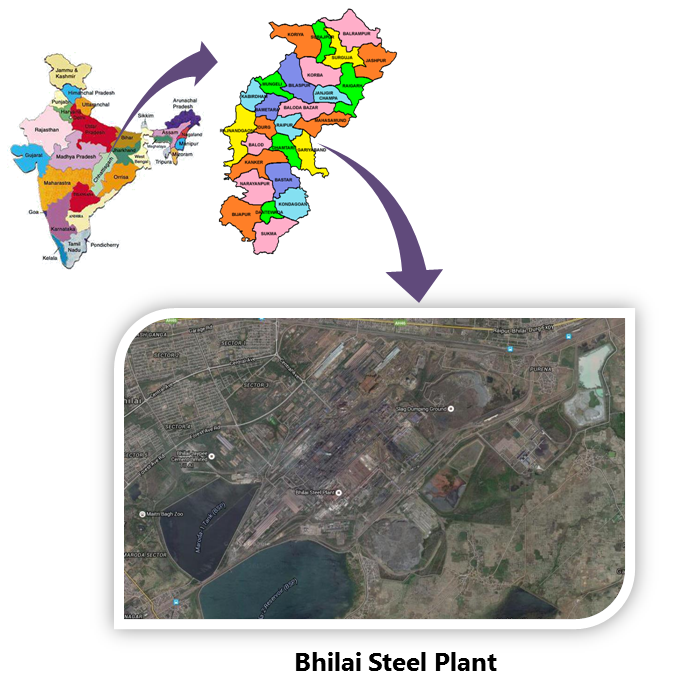
|  |  |  |
| --- | --- | --- |
| **<Heading 1>** | **<Heading 2>** | **<Heading 3>** |
| <body> | <body> | <body> |
| <body> | <body> | <body> |
| <body> | <body> | <body> |
| <body> | <body> | <body> |

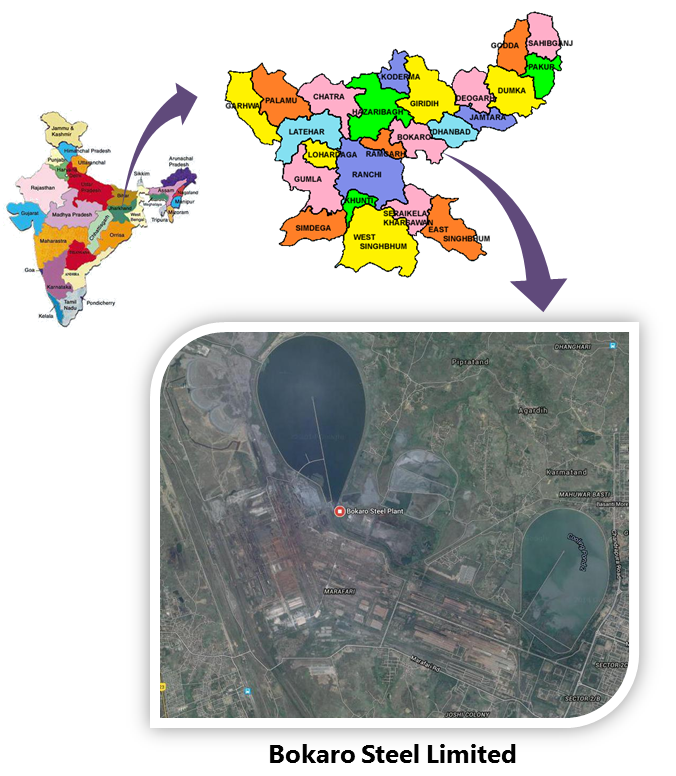
## Number of rows and columns may be added / deleted as per requirement

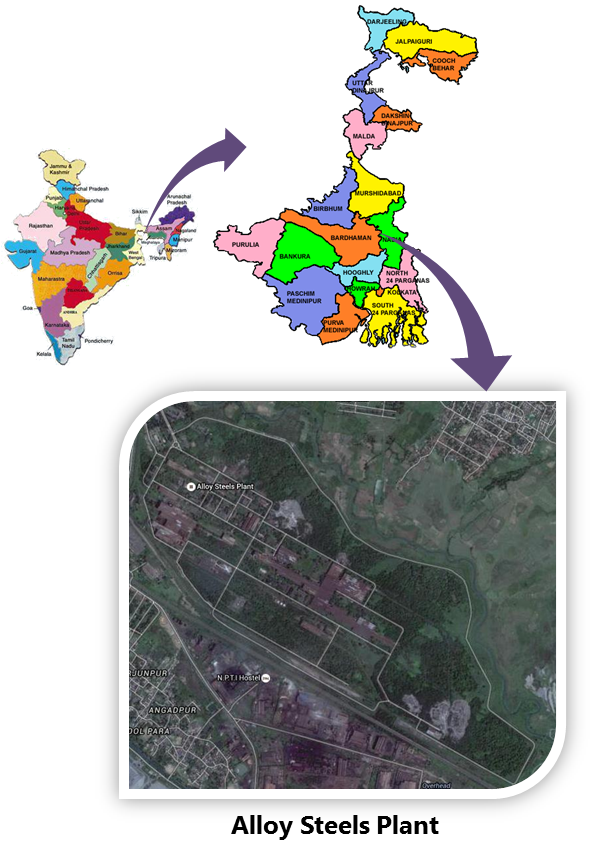
# Location

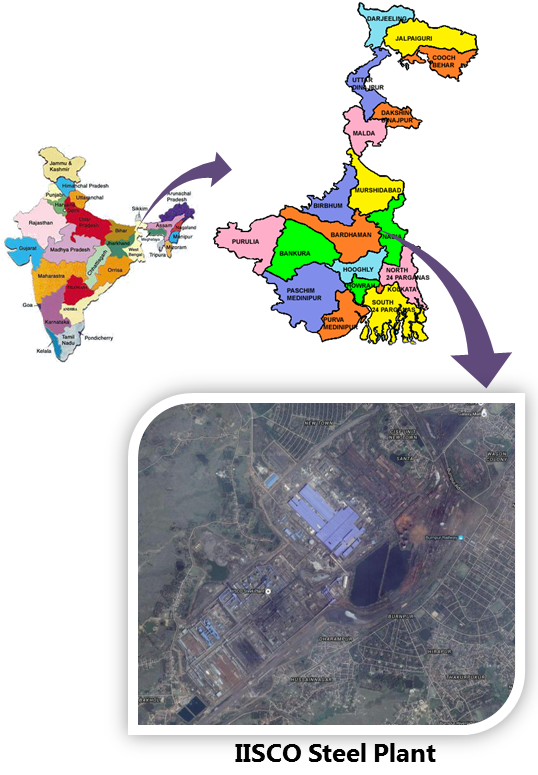
## Maps of all SAIL steel plant locations shall be available at CET portal for use.

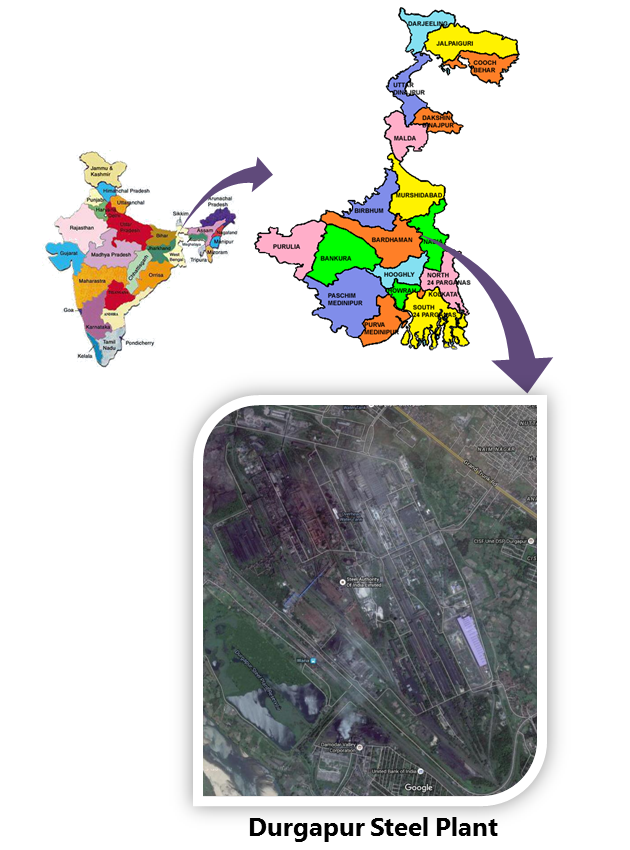
## For instance: Location of Bhilai Steel Plant

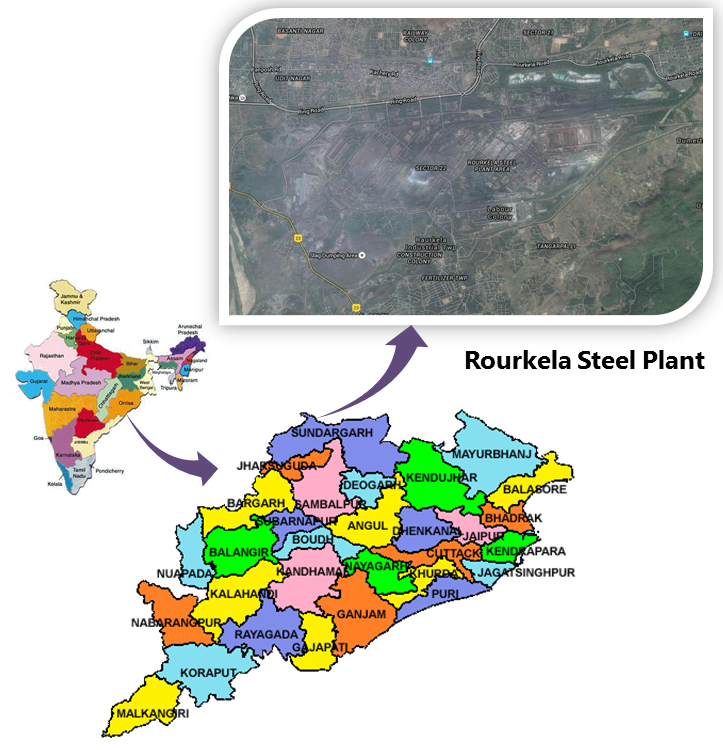












# General instructions to be observed:

## Pie-charts, bar charts or any suitable graphical representation shall be used to depict data wherever possible.

## Example:

## Costing may be represented as

## Components of data may be represented as (example shows various components of coal blend)

## Smart art in Microsoft word tab can be used. Word> Insert>Smart Art

## Charts in Microsoft word tab can be used. Word> Insert>Chart

## Example

## The line graph