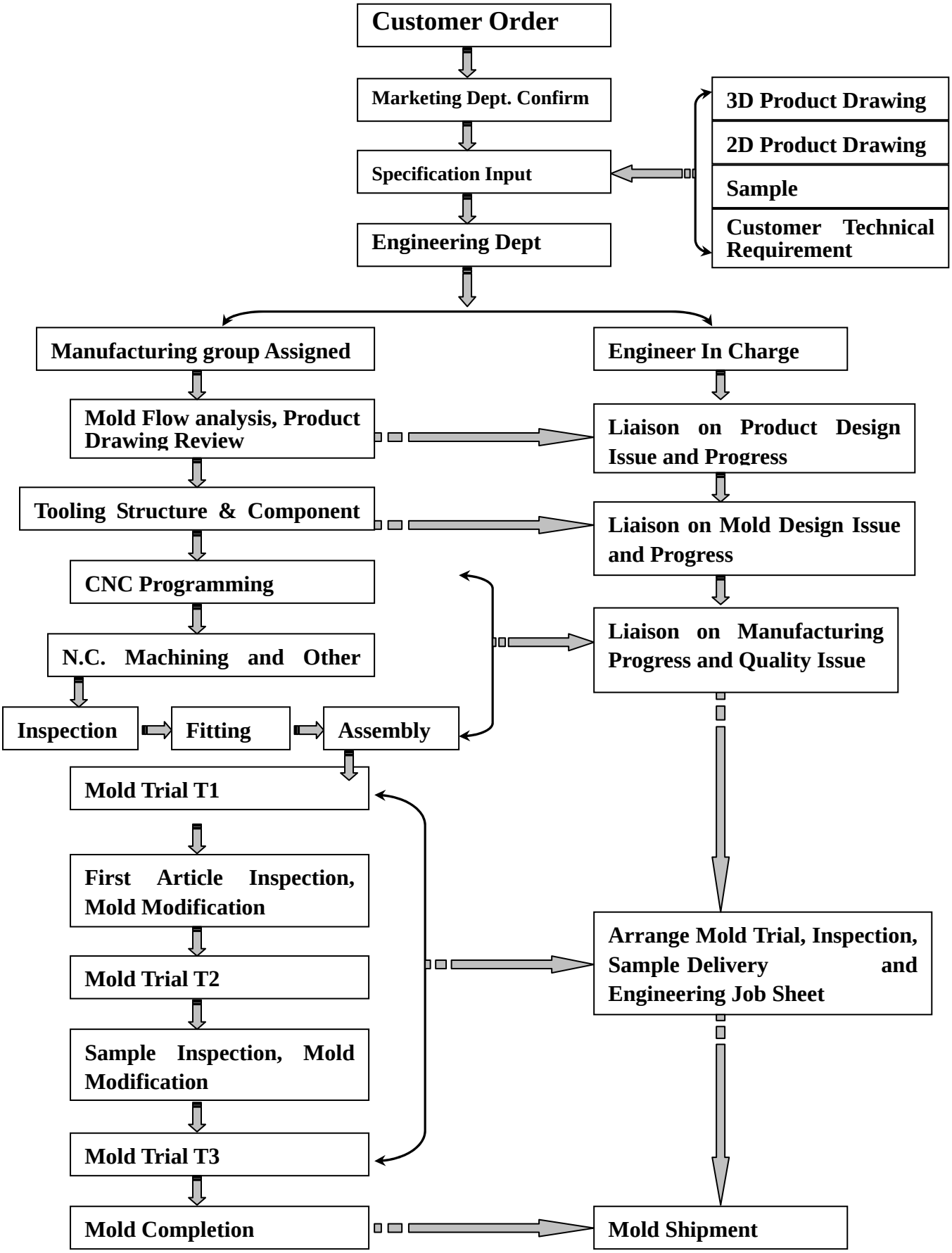Project Manage Procedure