

The Vintners

Relocating with IronGate

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Overview

Welcome to IronGate which was established in 2014. Our team collectively have the passion to deliver the best service possible and with our determination we seek to make a difference to others however big or small. We hereby propose to assist you in your office relocation detailing all of the work to be carried out and with your input we are positive that your move will be a success.

IronGate's solutions are not only focused on industry but they are personalised. We search intensely to discover what makes a business distinctive in its sector and beyond. We feel it is the best way to fully tailor our brand and offer you optimum value. This proposal will highlight the following:

- Figure 1 - Project life cycle
- Figure 2 - Stakeholders, sponsors and steering groups
- Defining scope
  - Figure 3 - Iron Triangle
  - Figure 4 - User Stories
  - Figure 5 - MoSCoW
  - Figure 6 - Chevron
- Estimation techniques
  - Figure 7 - The standard project/product technique
  - Figure 8 - Wisdom of the Crowd
  - Figure 9 - Trello board
- Figure 10 - Gantt Chart
- Figure 11 - Tracking the project

Our Mission.....

"In order to source true knowledge, you need to first go through several experiences to get to that ultimate destination called 'success'"



Project Life Cycle



Figure 1 - Appropriate Project Life Cycle (Heagney, 2016, p11)

Sponsors, Stakeholders and Steering Group

Project Sponsor

Stakeholders & Steering Group

Project Manager

Development Specialists



Doreen Vintner
Project Sponsor



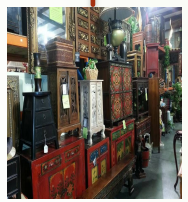
Denis Vintner
Steering Group



Omar King
Steering Group



Public
Customers



Vintage Retro
Antiques Wholesalers

Internal Stakeholders

External Stakeholders



Suha Madani
Project Manager



Mark Andrews & Kayla Mir
ACE Constructions



Alexander Nicholls
Office Removals Company



Helen Michaels
IT & Telecoms



Jay, Kate, Sam & Leah
Wow Company Ltd

Figure 2 - Sponsors, Stakeholder and Steering Group Diagram

Defining scope

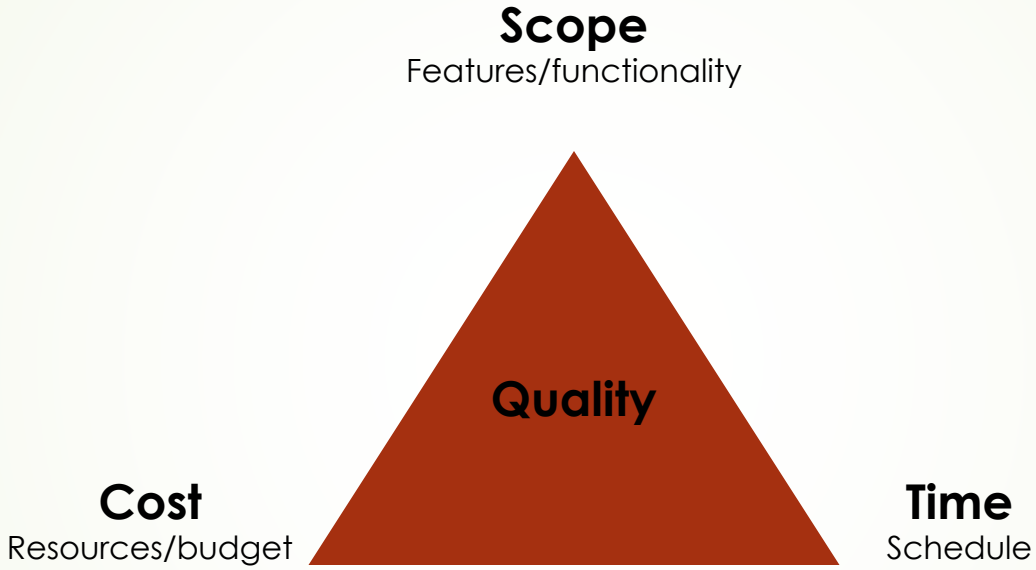


Figure 3 - Iron Triangle (Locke, 2007)

TIME
The less time, harder to complete

SCOPE
More tasks, harder to complete

MONEY
Less money, harder to complete

"It is not sufficient to simply complete the project by the given due date and within budget because the project must also be of acceptable quality", (Stojcetovic, 2013).

User Stories, MoSCoW and Chevron

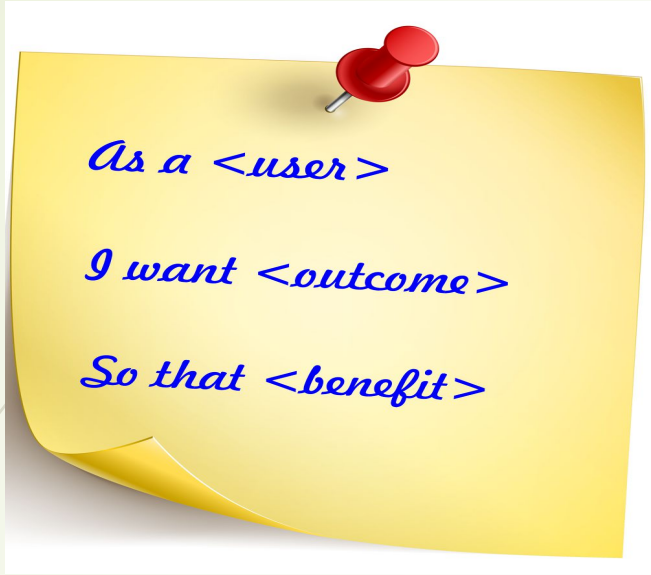


Figure 4 - User Stories

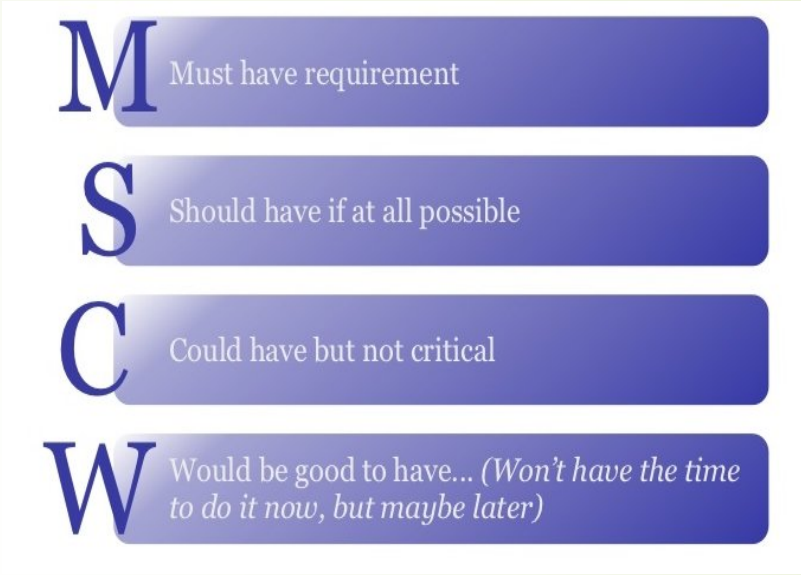


Figure 5 - MoSCoW technique (Dai Clegg, 1994)

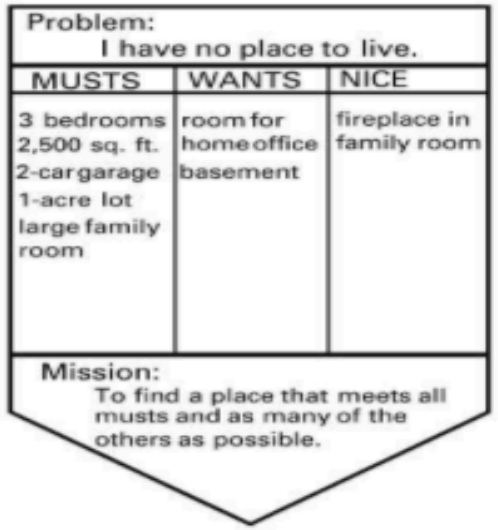


Figure 6 - Chevron showing mission, vision and problem statement (Heagney, 2016, p58)

Estimation Techniques

Size \ Complexity	Low	Medium	High
Small	1	3	5
Medium	4	8	11
Large	7	12	19

Figure 7 - The standard project/product technique, (Roberts, 2011, p119).

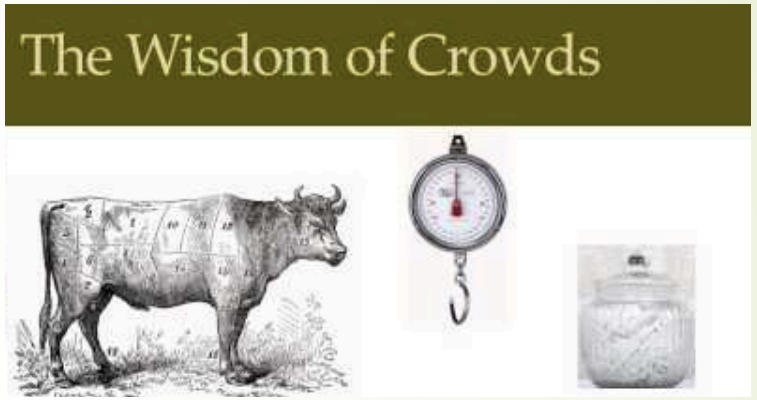


Figure 8 - The Wisdom of Crowds, (Galton, 1907).

Trello

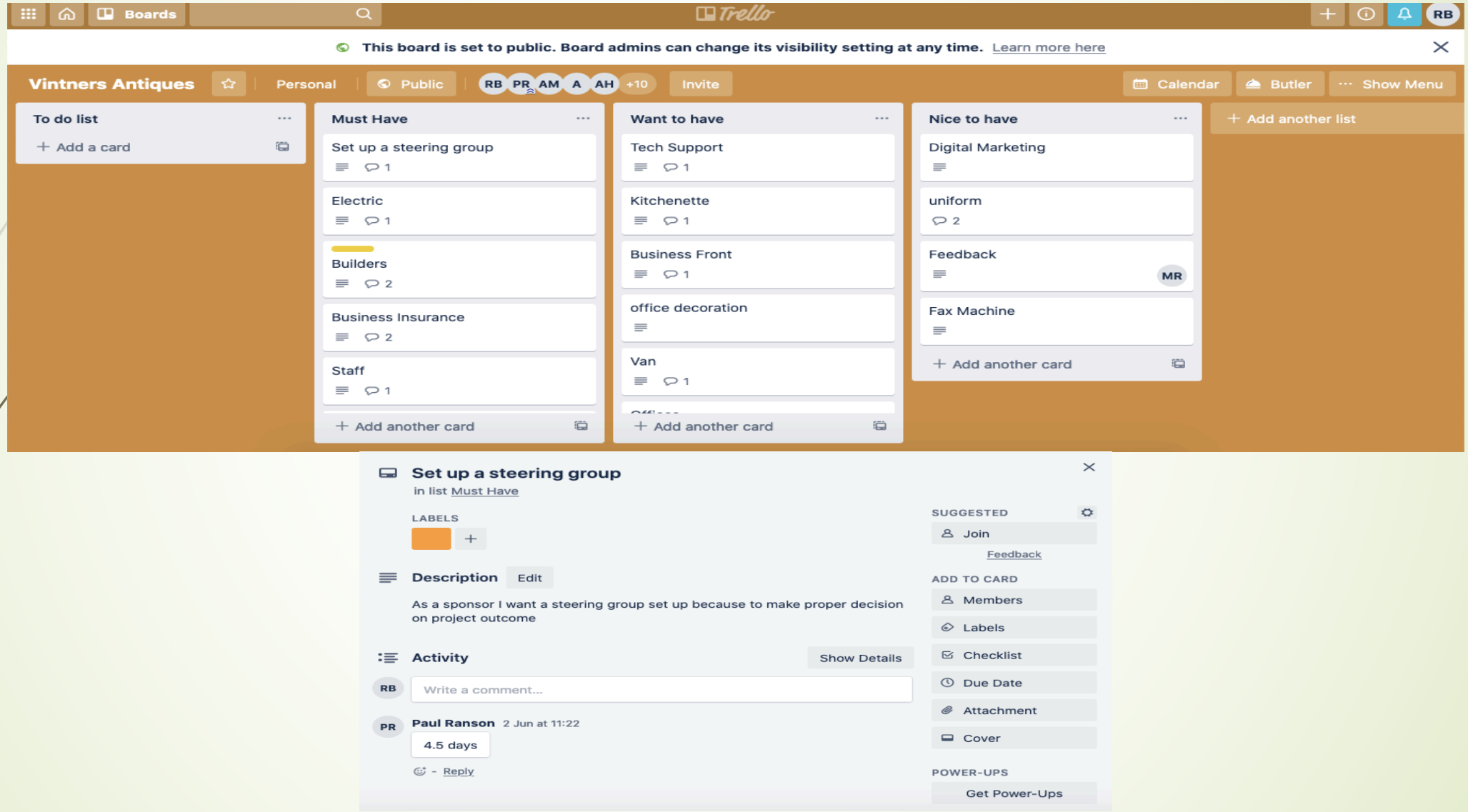
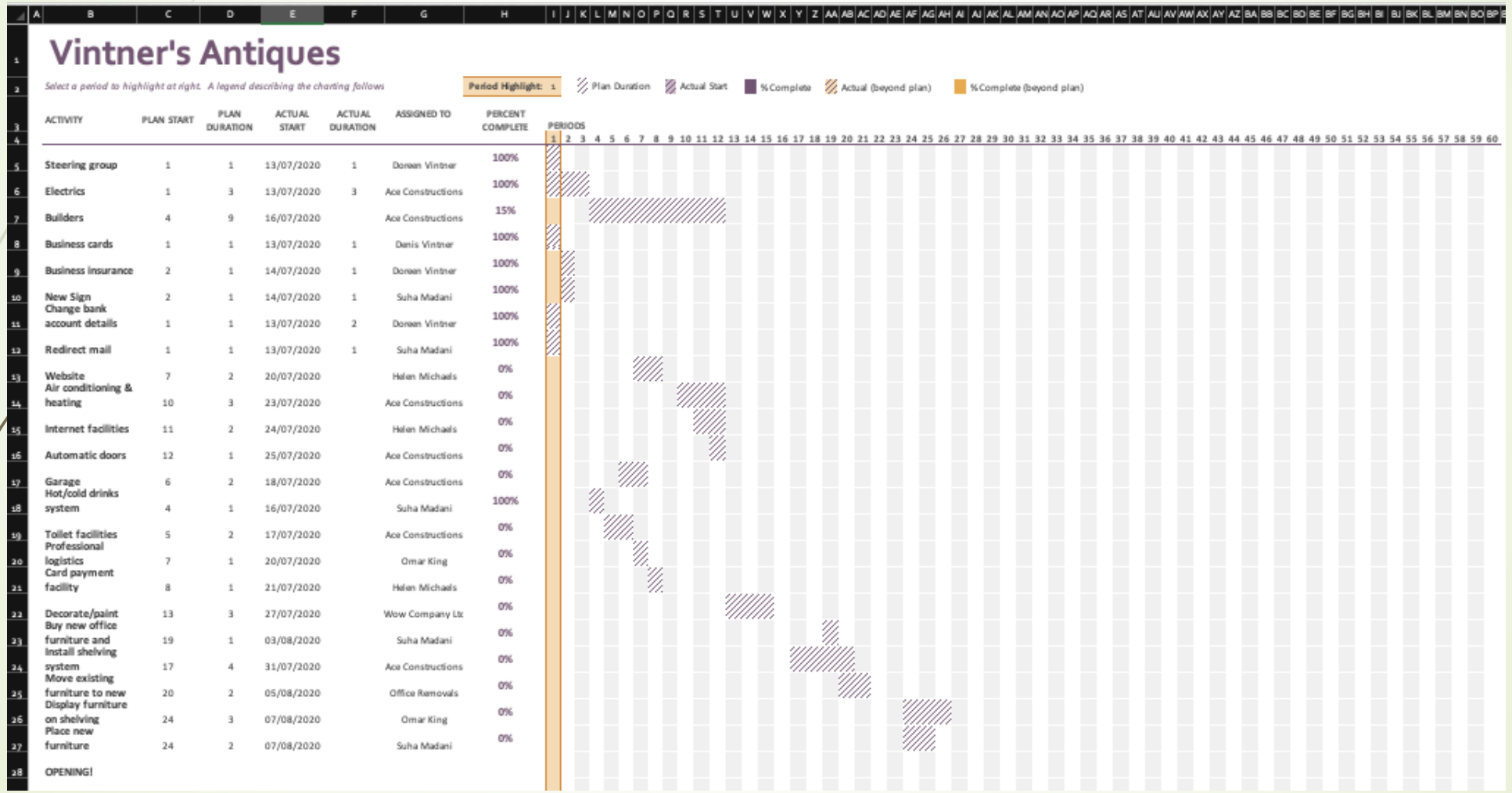


Figure 9 - Trello Board

Gantt Chart



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ASSIGNED TO	PERCENT COMPLETE
Steering group	1	1	13/07/2020	1	Doreen Vintner	100%
Electrics	1	3	13/07/2020	3	Ace Constructions	100%
Builders	4	9	16/07/2020		Ace Constructions	15%
Business cards	1	1	13/07/2020	1	Danis Vintner	100%
Business insurance	2	1	14/07/2020	1	Doreen Vintner	100%
New Sign	2	1	14/07/2020	1	Suha Madani	100%
Change bank account details	1	1	13/07/2020	2	Doreen Vintner	100%
Redirect mail	1	1	13/07/2020	1	Suha Madani	100%
Website	7	2	20/07/2020		Helen Michaels	0%
Air conditioning & heating	10	3	23/07/2020		Ace Constructions	0%
Internet facilities	11	2	24/07/2020		Helen Michaels	0%
Automatic doors	12	1	25/07/2020		Ace Constructions	0%
Garage	6	2	18/07/2020		Ace Constructions	0%
Hot/cold drinks system	4	1	16/07/2020		Suha Madani	100%
Toilet facilities	5	2	17/07/2020		Ace Constructions	0%
Professional logistics	7	1	20/07/2020		Omar King	0%
Card payment facility	8	1	21/07/2020		Helen Michaels	0%
Decorate/paint	13	3	27/07/2020		Wow Company Ltd	0%
Buy new office furniture and	19	1	03/08/2020		Suha Madani	0%
Install shelving system	17	4	31/07/2020		Ace Constructions	0%
Move existing furniture to new	20	2	05/08/2020		Office Removals	0%
Display furniture on shelving	24	3	07/08/2020		Omar King	0%
Place new furniture	24	2	07/08/2020		Suha Madani	0%
OPENING!						

Figure 10 – Gantt Chart

Costing and duration of project

Element	Days	Cost/day	Labour total
Electrics	3	£150	£450.00
Building work	9	£150	£1,350.00
250 Business cards			£10.93
Business Insurance			
New sign			£198.99
Redirection of mail			£41.99
Website			£395.00
Air conditioning & heating			£1,188.00
Internet facilities			£21.95 p/m
Automatic doors			£1,887.60

TRADE	LOW	HIGH
Plumber	£150	£270
Electrician	£150	£280
Roofer	£150	£220
Double Glazing Installer	£120	£180
Plasterer	£130	£170
Carpenter	£130	£170
Tiler (walls and floors)	£140	£200
Landscape Gardener	£110	£180
General Gardener	£90	£150
Painter and Decorator	£120	£180
General Builder	£150	£240
Labourers/Trainees	£75	£110

Tracking the Project



Figure 11 – Tracking the Project

References