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PROGRAMME:

BA (HONS) LEADERSHIP AND MANAGEMENT SKILLS FOR THE WORKPLACE

COURSE TITLE:

MANAGING PROJECT IN THE ORGANISATION

LECTURER:

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DATE:

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PROJECT PLAN FOR CONSTRUCTING OUTDOOR BASKETBALL COURT

About the project

This project is the constructing an outdoor basketball court for residents in the Silwood Estate local community settings and schools within. The Project Management Plan will detail exactly how the project will be executed, monitored, controlled and closed at successful completion.

Surveying, designing and constructing of the project will be implemented by contracting well known and good reputable establishment: [Sportsurfacingsolution.co.uk](https://sportsurfacingsolution.co.uk). Address: Moorbridge Court, Unit 11 Moorbridge Road, East Bingham NG13 8GG. England, U. K.

Project Title

Construction of an Outdoor Basketball Court

Background

This project plan will be the construction of a school sized outdoor basketball court for a local community setting Silwood Estate, Silwood Street South East 16 Greater London, in the Borough of Lewisham, to use by the stakeholders/people resides in the community mainly.

The planned site is within the local community and it was an old dilapidated carwash garage abandoned for many years and now acquired by the local community themselves through the local council's permission, Lewisham council. The existing abandoned old dilapidated building will be completely demolished to ground level and clear all robes and then ground/site will be available for fresh construction of State of the Art basketball court with modern and vibrant good looking structure.

This project will be completed within a year commencing January 2022 and ends January 2023, estimated funds for this project will be £100,000.00 (one hundred thousand pounds) which includes all variables.

In addition, this product can also be used to organise out door meetings during this time of covid-19 pandemic period for open air and social distancing according to the government covid-19 rules and regulations.

Purpose

The above project will be of great benefit to the local residents whereby young adults, teenagers and kids will be using product for physical activities such as practicing and playing basketball tournaments thus enabling them to exercise frequently in order to keep them physically fit in body and mind.

By constructing this product it will focus particularly in bringing the youths, young adults and kids closer in a friendly way to acquaint with one another in a vibrant atmosphere and also

the sharing and discussing formal and informal ideas thus will keep them a base in their community as a whole and be more united in general

Objectives

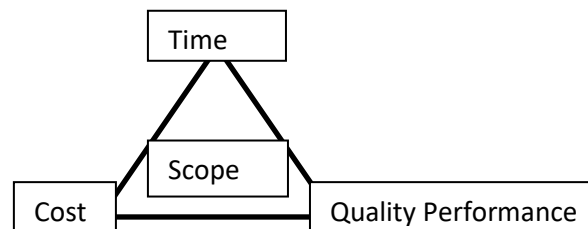
The purpose of the Project Management Plan is to detail the project scope and implementation methodology for the basketball court how it will be executed, monitored, controlled and closed at completion. The main aim is the achievement in the delivering of the project, who will be involved, monitoring progress and how information will be communicated to stakeholders. However, project management plan involves 80% communication and commitment as well as time, cost and quality.

Project Management

This is simply the combination of systems, techniques, and people to complete a planned project within an agreed goal of time, cost or budget and quality performance (Baker and Baker, 2014).

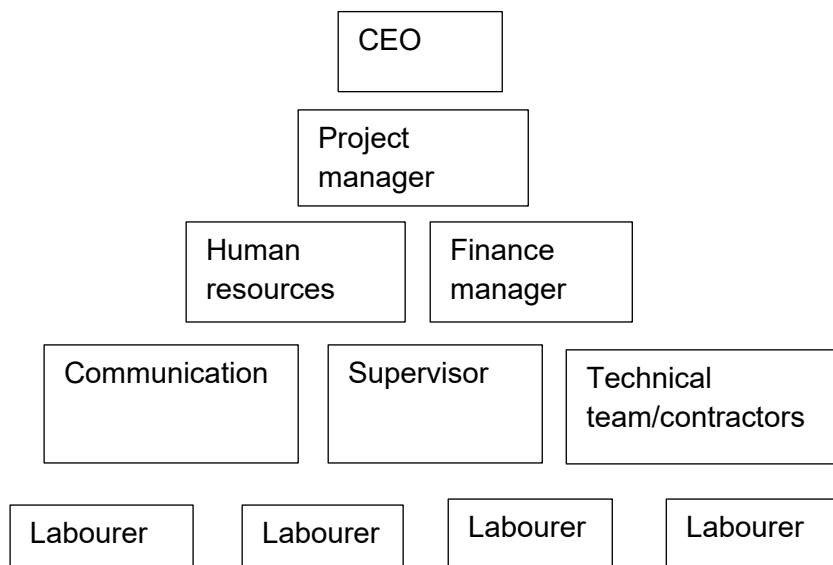
Project triangle diagram shown below:

Project triangle is a framework which enables managers of a project to evaluate and balancing the competing demands of Cost, Time and Quality within the projects and at the same time trying to achieve the project scope.



Project organisation chart

below is the project organisational structure providing the program and services for the construction of the basketball court.



Role and responsibilities

The Chief Executive Officer will handle all procurement for the project and ensuring the project is delivered within the timelines stated, ensuring that planned contingency is developed to meet overruns in terms of cost, time and scope. In addition, will control and monitor the project's progress.

Project manager ensuring the job is executed with quality and on time including regular monitoring and communication with all stakeholders especially with technical team, supervisors and labourers.

Finance keeps records of every financial transaction in and out and must be managed to a high standard, ensuring the budget is adhered to in practice, also report transactions to CEO.

Human resources manages the welfare all personnel including Health and Safety regulatory Act (1974), also awareness of Equality and Diversity Act (2010)

Technical team/contractor they are the backbone for the surveying, designing and implementation of the construction with quality, cost and stated time.

Communication must be regular and continuous from down to up and from up to down and to all stakeholders of the project in various ways by regular facial meetings, written, oral, telephone and electronics.

Quad chart

The chart is a powerful tool showing a graphical way how information is presented in a compacted format It is designed just to give brief and concise information and easy to absorb and highlights of information to be conveyed easily.

TITLE: BASKETBALL COURT	
AIMS/OBJECTIVES Gaming activities to develop the youths	STAKEHOLDERS Local communities Lewisham council Contractors
DESIRED RESULT Funds raised from local council	MEASURE OF SUCCEESS Getting funds from Lewisham borough council London Employ interested Local community youths

Project dependencies

- A. Should be Mandatory in achieving the deliverables of the project is reliant on the engagement of suitably qualified and experienced architects and builders already mentioned.
- B. Discretionarily identify the method of scope of works required through the engagement of contractors to undertake the components of delivering the project.
- C. Lewisham council who is the External funder is crucial for initiating this project within the next 10-12 months

Project approval

The project site is owned by the Lewisham Borough Council Greater London England. The site was reserved for development purposes. Concept plans developed by Sportsurfacingsolution.co.uk. Address: Moorbridge Court, Unit 11 Moorbridge Road, East Bingham NG13 8GG. together with costings based upon recent construction of a similar facility in London and different towns, have been sourced enabling council to proceed with the project as soon as funding is secured, the council has committed its cash funding for the project, the project will commence immediately within 4-8 weeks of signing the grant agreements to the above named building contractor.

Stakeholders Analysis for Project Communication

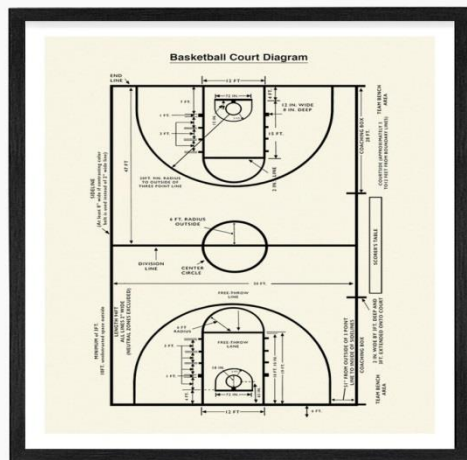
Stakeholders	Document Name	Document Format	Contact Person	Due
Lewisham council	Monthly status report	Hard copy and meeting	Council representation	Last Friday monthly
Sports surfacing solution	Twice weekly report	Meeting and hard copy	Contractor head	Monday weekly
Silwood community	Monthly status report	Meetings hard copy	Community representatives	First day monthly

Project Scope

Refers to work that has to be carried out to deliver a product, service, or outcome result with specified features and functions” (PMI, 2006; p, 385). It also provides linking between the project goal set and the work which needs to be completed to achieve that which has been planned.

This scope of work will include detailed designing and construction processes of the basketball court. This facility should adequately serve the present and future needs of the local Silwood Estate community, including schools and competitive sporting activities.

OUT DOOR BASKETBALL COURT SKEMATIC DIAGRAM



Court measurement

The court is measured 91.86 feet long and 49.21 feet wide

Court aspect	Dimension (in feet)
Length	91.86
Width	49.21
Height	22.96
Playing area	4520.43

Basketball construction stages (wikiHow, 2021)

Stages in constructing the basketball court, the floor foundation box is made for the mortar to be poured into and is brought to the floor with levelling adjustments for accuracy, the project beams and moulds are then connected to the stirrups then placed in the mould. The anchoring pipes to support the wire mesh system are placed at intervals already measured and suitable for the concrete pouring processes, the concrete pouring process is carried out in the BS20 compressive strength class.

The ground is laid with gravel No. 2 after which the concrete will be laid out to compact the gravel then a flat surface is reached. BS20 ready-mixed concrete with iron steel mesh reinforcing a levelled by giving certain grip on the crushed gravel. Thus, a slope is created on the surface on the ground preventing any problems that may cause or arise due to bad weather conditions like rain pouring the water will be discharge out of the field wanting to settle.

After the completion of this infrastructure, vertical iron pipes are the placed on to the pipes anchored to the concrete line and then attached by welding and including pylons which are

welded horizontally for supporting the diagonal tubes also welded to the corners and short, long edges in order to increase the carriage and retention of the fencing system, lighting poles are now assembled by using a ladder system.

These iron products are usually painted in green colour with anti-rust protective synthetic resin metal anticorrosion paint, then PVC coated spiral wire mesh is surrounded the field for guarding and protection, the wire mesh is then stretched or pulled and connections are made all round the whole field with 5mm steel rope and fixed with terminal blocks to hold in place.

Next is the projected poles already manufactured with ready-made stairs to climb or use are erected that holds the 400 Watts Metal Halide bulb are mounted then the TSE certified rubber insulated electrical cables connections will be made on the panel.

Next stage is the installation of the basketball hoop in accordance with the project on the floor court with lugs

Thus the concrete surface has been completed and set then cleaned and free of dusty particles and foreign matter to allow the primary primer to be applied on to the surface in order to increase the retention of the material when applied, followed by black SBR (Styrene-Butadiene-Rubber) granules of 1-4 mm diameter mixed together with 30% polyurethane binder and laid down approximately 8 mm thickness. This material is expected to complete curing for approximately 24-48 hours, then high strength of UV resistant coloured EPDM (ethylene propylene diene monomer) granules of 1-4mm diameter mixed with polyurethane binder at a ratio of 20-30% then spread with paver of 6-8mm thickness options.

Finally, the elastic floor is set, and the basketball court lines are drawn with acrylic paint then allowed to dry properly for two days then clean again and inspected and the field is now made ready to be utilised.

Exclusive from scope

Security cameras will be installed, minimum two for to keep watch on any illegal users and also in case of vandalism they will subsequently prosecuted and bring them to justice.

Deliverable

The project will commence on January 2022 and closes January 2023 because it is for a specific purpose and objective, the SMART Model (Specific, Measure, Achievable, Realistic and Time-bound), George T. D. (1981). Using this model helps one to stay focused on tasks to be carried out and complete in a measurable way. However, by reaching those goals successfully this model helps when used. It makes sure that those goals can also be achieved when focussed upon.

1. Specific. The goal set has to specific and clear on the tasks by doing so the project must reached that target
2. Measurable. Very important to measurable goals set, project manager can track and assess progress thus helps to meet deadlines it happens generally when getting closer in achieving the goal set.

3. Achievable. The project must be able to identify previously overlooked opportunities that should have been utilised or resources to bring in to help achieving the tasks.
4. Realistic. This is about realising to ensure that the project goal set matters much and that it also aligns with other relevant goals.
5. Time-bound. In real life every goal should have a target date set therefore, focussing on the project deadline helps to prevent delay on other tasks from taking priority over any longer-term goals.

Milestone

Milestone List	Date to be achieved
Project commencement	31 st January 2022
Running	2022---2023
Funding agreed	10 th January 2022
Closing	16 th January 2023
Final report and acquittals	30 th January 2023

Work breakdown structure (WBS)

Estimating Completion of Constructing the School Sized Basketball Court

Activity	Time Estimate (Days)
Step 1: Constructing basketball court	365
1.1: Surveying land	1
1.2: Permit requested	20
1.3: Excavate and prepare land for foundation	5
1.4: Dig holes and lay foundation	5
1.5: Pouring slab	7
Step 2: Installing hoops	7
2.1: Wire fencing	2
Step 3: Electrical installation	7
3.1: Bulbs lamps	2
Step 4: Painting	5
4.1: Wire fence	3
4.2: Clean and mark court floor	7

Gantt chart

It is a project management tool used to assist the planning and scheduling of projects of any size, easy to understand due to its graphical nature and is particularly useful for simplifying complex projects during execution (apm, 2021)

Task	Duration in days	Start	End	Jan	Feb	Mar	Apr	May	Jun
Step 1.0	365	30/01/2022	30/12/2022						
1.1	1	01/02/2022	03/02/2022						
1.2	20	15/02/2022	26/03/2022						
1.3	5	30/03/2022	03/04/2022						

Cost Estimation

Cost in pursuing this project is £100,000.00 (one hundred thousand British pounds) including variables in other words out of bounds expenditures to be accrued including high quality outcome will be achieved and delivered. Time-bound will be met however, all eventualities has been taken into account.

Assumptions

Project work will be carried out within the set time and with budget figures already mentioned.

Constraints

- A. Project funding is being limited and cannot be exceeded
- B. The funding needs to be secured before commencing the project.
- C. Contractors, Designing and Construction costs need to be at or below allowable funding range.
- D. Taking into consideration, project construction needs to operate with different weather seasons.

Risks management

Risks can be caused either by internal or external vulnerabilities that which may happen or not but if it occurs the situation is always unwelcomed, like injuries, damages, loss and adverse weather conditions. Therefore, when planning a project risks factors must be considered because they are threats to the successfulness of any project program.

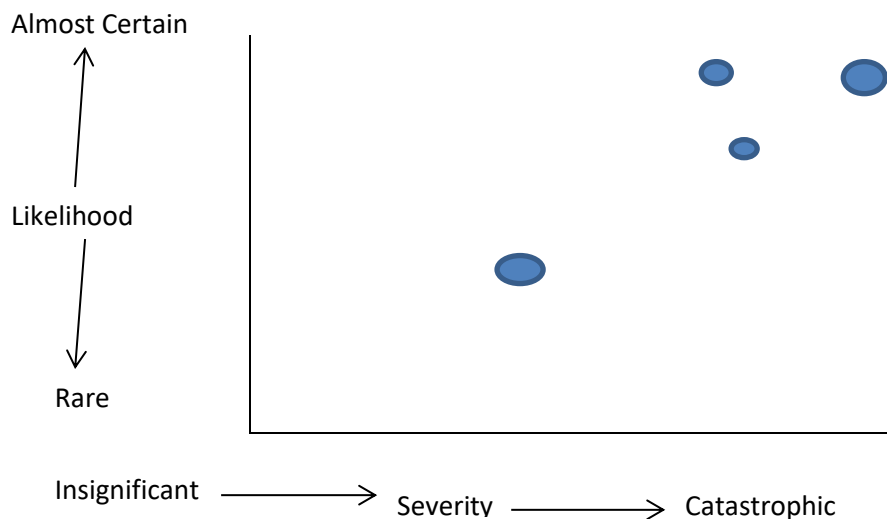
Project Risks

This is a process of identifying the most threatening risks that will become a problem to the project and handled appropriately in order to avoid it happening or minimised. However, all risks must be tracked because they are easy to ignore when they are not tracked, if a project has no risks no attempt needed because it is impossible to completely eliminate risks.

Identification of my project risks (Matrix Approach)

Risks	Impact	Likelihood
Planning permission	High	High
Monitoring	High	High
Supervisor leaving	High	Medium
Weather condition	High	High

Graph



Strategies of risks managements

- A. Risks can be avoided or eliminated especially when they are noticed or awareness either by implementing policies, employees training, uses of advanced technology or new technology implementation or can be withdrew from if it is potential.

- B. Reduction of risk can be done to an acceptable level when employees are train in an appropriate way to get better understanding of the adverse effect it could cause when happened
- C. Transferring of risk to a third party who will take over ownership on contract basis to accept the costs if it happens or occur or not, example; insurance company.
- D. Acceptable risks , this cannot be avoided because it has been identified but it has to be on a certain limit, it is only dangerous if it exceeds the limit acceptable,
- E. Monitoring and tracking them is vital and also reanalyse and update the risk management plan once identified

Conclusion

The Project Management Plan has summarises all aspects of the delivery of the project from all perspectives as this is a living document and as the implementation phase commences, every updates will be circulated to all relevant stakeholders making sure that all aware of the scope of deliverables are achieve at the stated time. Final report together with acquittal documents will be submitted after closure.

Recommendation

The development of this new basketball court facility at Silwood estate community will provide useful and significant benefits to healthy living, anti-social behaviour and helping youths to develop skills and more interest in sporting activities, however contribute to government's goals of addressing youths involvement in crimes.

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Evaluation of project management plan

Mandatory requirement:

Procurement for the Silwood Estate School sized out door basketball Courts development is intended to be via tender.

Tenders will be evaluated.

an assessment will be made on either agree or not basis, the respondent must comply with all detail of every requirement, however if failed to agree to all of the mandatory requirements will automatically not qualify or as non-compliant.

Evaluation cont.

Roles and Responsibilities must be mainly carried out by CEO in delivering the project at the stated time set

The Chief Executive Officer will responsible for all procurement of the project and ensuring the project is delivered within the timelines stated, ensuring that planned contingency is developed to meet overruns in terms of cost, time and scope including regular communication in various forms, orally, written, meetings and electronics to all stakeholders

Project manager ensuring the jobs are executed with quality and on time including regular monitoring, controlling and communication with all stakeholders especially with technical team, supervisors and labourers.

Evaluation cont.

SMART model

Milestones operations

Specific, Measurable, Assignable, Realistic and Time-framed

Specific. set goal has to be specific and clear on the tasks by doing so the project must be reached

Measurable. Very important to measure goals set, project manager can track and. assess progress thus helping meet deadlines. it happens

Achievable. The project must be able to identify previously overlooked opportunities that should have been utilised or resources to bring in to help achieving the tasks.

Realistic. This is about realising and ensuring that the project goal set matters much and that it also aligns with other relevant goals.

Time-bound. every goal should have a target date set therefore, focussing on the project deadline helps to prevent delay on other tasks from taking priority over any other.

Evaluation cont. project scope

The contractor will be responsible to negotiate and implement access to the project site and comply with the Local Authority operational procedures including emergency access, entrance and evacuation procedures

According to the contracted nominee, contractor shall also be responsible for the provision of design documents for the project, including all necessary planning and building approvals, co-ordination and fees, provision and management of any or all resources, labour and materials, on and off site fabrication and construction work, services connection applications, management and installation work, fencing, and external work, installation of all finishes, components, fixtures and fittings and the connection and commissioning of all utilities and services installations as necessary to achieve the basketball court's design objectives and the scope of work.

Project scope cont.

Construction in details of the basketball court at Silwood Estate community

Stage by stage court construction after clearing and levelling of project site

1 Pouring the slab

Stake off a level area that is 94 feet × 50 feet (29 m × 15 m) for the court.

Dig the site to a depth of 8 inches (20 cm).

Add a 4 inches (10 cm) layer of compacted gravel.

Frame the site with 2 inches × 4 inches (5.1 cm × 10.2 cm) boards.

Make a grid of steel rebar 2 inches (5.1 cm) above the gravel. Rebar are metals used to supports and reinforce the concrete to help prevent cracks or damage.

Pour concrete 4 inches (10 cm) slab in the frame, approximately 208,000 pounds (94,000 kg) of 3,500 PSI concrete, which can be done by hiring concrete mixer for such larger amount.

Smooth the concrete while it is wet with a float tool.

Allow concrete to dry for 7 days or longer preferable.

Saw a 10 feet × 10 feet (3.0 m × 3.0 m) grid into the concrete to prevent cracks

2 Installing hoops

Basketball hoops that are 10 feet (3.0 m) tall in height

Set hoops centred on the short sides so they overhang by 4 feet (1.2 m)

Dig holes for 3 feet (0.91 m) deep and 16 inches (41 cm) wide

Fill the holes with 4 inches (10 cm) of gravel to get a sturdy base

Frame the tops of the holes with 2 inches × 4 inches (5.1 cm × 10.2 cm) boards

Set the basketball hoops inside of the holes in a vertical position.

Fill the holes with concrete

Allow concrete to cure for 7 days or longer

3 Painting the court

Mark 16 feet × 19 feet (4.9 m × 5.8 m) boxes front of each hoop.

Place the 3-point lines 23 ³/₄ feet (7.2 m) around the hoops

Draw the centre line through the middle of the court.

Make stencils for the lines on the court using painters' tape.

Paint the lines with a roller using exterior concrete paint

Evaluation cont.

The accepted contractor shall make allowance for disruption of the work due to hazardous weather condition when compiling the work program.

Weather conditions changes rapidly during spring and summer period, sometime hazardous bringing jobs to slowdown or temporal halt, contingencies should be put in place should that come into play reason being to avoid project extension according to original agreed stated time set.

Scope / Change Management Plan

If delivering the project require any variations it must be ensure the delivery of the required plan, then a variation request will need to be completed by the contractor and must be then reviewed by the Project Manager.

This is vital for any project thus for any impacts that may occur, the proposed change may have on the project deliverables, delivery, timelines and budget. The Benefit Management Plan should also be updated in line with any other associated changes to the benefits if changes occur that will affect the scope or outcomes of the project.

Evaluation cont.

Implementation performance monitoring is also a key element to ensure the delivery of fit for purpose infrastructure.

This project plan will be realised once the project becomes operational the benefit realisation is the principal outcome of the project and should be measured to evaluate the success of the project throughout its useful life span. Implementation performance and monitoring are also the key element to ensure the delivery of fit for purpose infrastructure. The Silwood Estate basketball court will surely meet or exceed expectations over the short, medium and longer term period.

Evaluation cont.

**Project risks are threats to the
success of a project**

Risk must be identified in the project thus critical and in order to manage and complete the project successfully. The earlier a risk is identified, the earlier a plan can be made to mitigate the effects of the potential risks. Identification of risks is a process, and is one that should involve the entire project team from the earlier stages of the project and good risk management will produce a good project outcome.

Evaluation cont. Risks handling

Risks can be avoided or eliminated especially when they are identified.

Risks can be avoided or eliminated especially when they are noticed, identified or awareness either by implementing policies, employees training, uses of advanced technology or new technology implementation or can be withdrew from if it is potential and also reduction of risks can be done to an acceptable level when employees are train in an appropriate way to get better understanding of the adverse effect it could cause when occurred

Conclusion

Increased participation in sport and physical activity.

Improvement in mental and physical health.

Reduction in crime rates.

Greater liveability.

