



Marta Zapparoli

Student ID 2020191

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Lecturer's name: Charles Nwaogwugwu

Assignment title Task 1 Individual Presentation on proposed project management plan

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Project Management

- Project management is the application of knowledge with a specific tool and planning to allocate and manage resources to achieve the goal of the project.
- Project management go through 5 different phases which include initiation planning, execution, controlling and project closure



Project Details

Because of the impact of Covid-19, we are planning to refurbish our facility room.

In case will happen again we will be ready, having within my organisation in Chelsea Construction Company, the bathroom refurbished accordingly to Covid-19 guidelines (Croner-i Ltd, 2021)

Access one person at a time, we will remove one internal wall to make it bigger, add hand sanitiser disposal, and remove hand towels by replacing them with the hand dryer.

Project Scope Statement

Description: We will develop the office new toilet within 1 month from the existing bathroom area

Critical assumptions: Employees will use the bathroom with proper coordination, feeling safer, prevent people not coming to work

Risks: delaying deliveries, poor management, lack of clarity, miscommunication, Cost overrun .

DELIVERABLES

EXPECTED BENEFITS

DUE DATE

Removing
Internal wall

Bigger space

Within 1 week

Flooring and tiles
fitting

Remedial work for aesthetic result

Within 1 week

Hands sanitiser,
hands dryer fitting

New elements to improve overall
safeness

Within 1 week

Completion of
the Bathroom

Final settings and handed over the
project

Within 1 week

Bathroom Refurbishment Quad Chart

TITLE Refurbishment of office bathroom	
PURPOSE (AIMS/OBJECTIVES) • To provide bigger bathroom for single use • To maintain hygiene after the Covid-19 • To provide all the necessary facilities	CUSTOMERS (STAKEHOLDERS) • The users of the bathroom • Suppliers • Subcontractors • Labours • Company Directors • Neighbour
DESIRED END RESULT (CRITICAL SUCCESS FACTORS) • The office employees will get bigger bathroom • The hygiene factor maintained by the organisation will lead to employee satisfaction • Employees less risk to get sick	MEASURES OF SUCCESS (STANDARDS / CRITERIA) • Less leaves of employees due to illness • Can save the organisation from coronavirus. • Organisational growth and performance

Constraints of the Project

Time Constraints

- The office will be open for 5 days only thus can be difficult to complete the refurbishment process within 1 month.

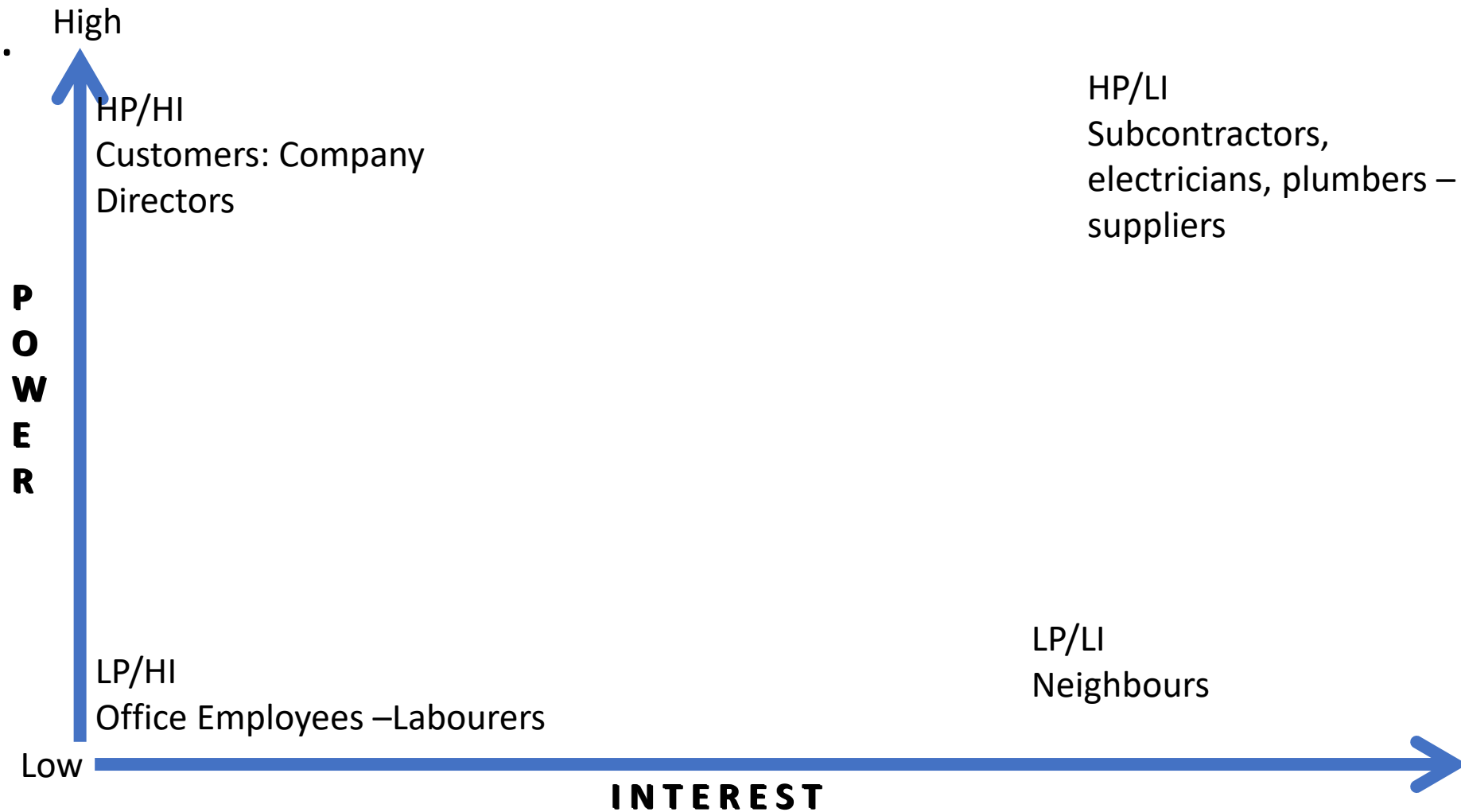
Budget constraints

- To complete the work faster, the budget might get increased as the breaking of some of the bathroom settings and fittings will include variable costs which might increase the budget.

Labour Shortage

- Only two labours will be working on the refurbishment of the bathroom to reduce the cost which will take more time to complete the bathroom. Possibility to call off sick.

Stakeholders' analysis

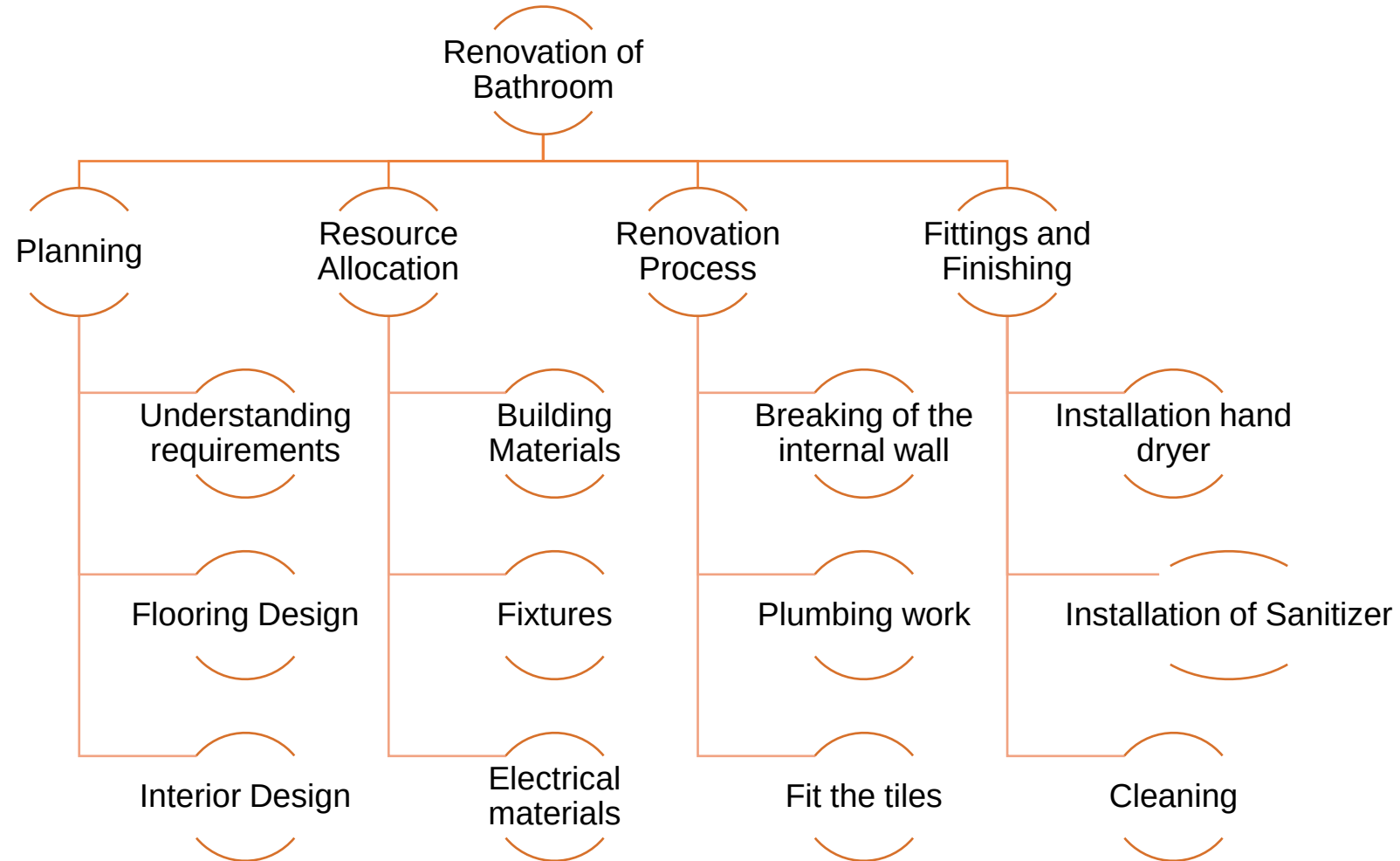


Communication plan to stakeholder

Stakeholders	Engagement Action	Owner	Channel	Frequency
Labours	Make the labours understand the plan and provide the details of the project and design of the bathrooms	Project manager	Face to face conversation	Daily
Electricians, plumbers suppliers	Provide them materials details and estimated time to deliver the products	Project Manager	Emails/ Telephonic conversation/ face to face	Weekly
Investors	The update them with report of work completed	Project Manager	Face to face meeting	Weekly
Employees	Keep them informed	Project Manager	Face to face meetings/emails	Weekly
Neighbors	Make them aware	Project Manager	Emails, phone calls, Face to Face Interaction	Monthly

(Eldridge,et al, 2010)

Project Work Breakdown Structure (WBS)



(source: Agistin et al., 2021)

Appendix A

Budget – Financial analysis

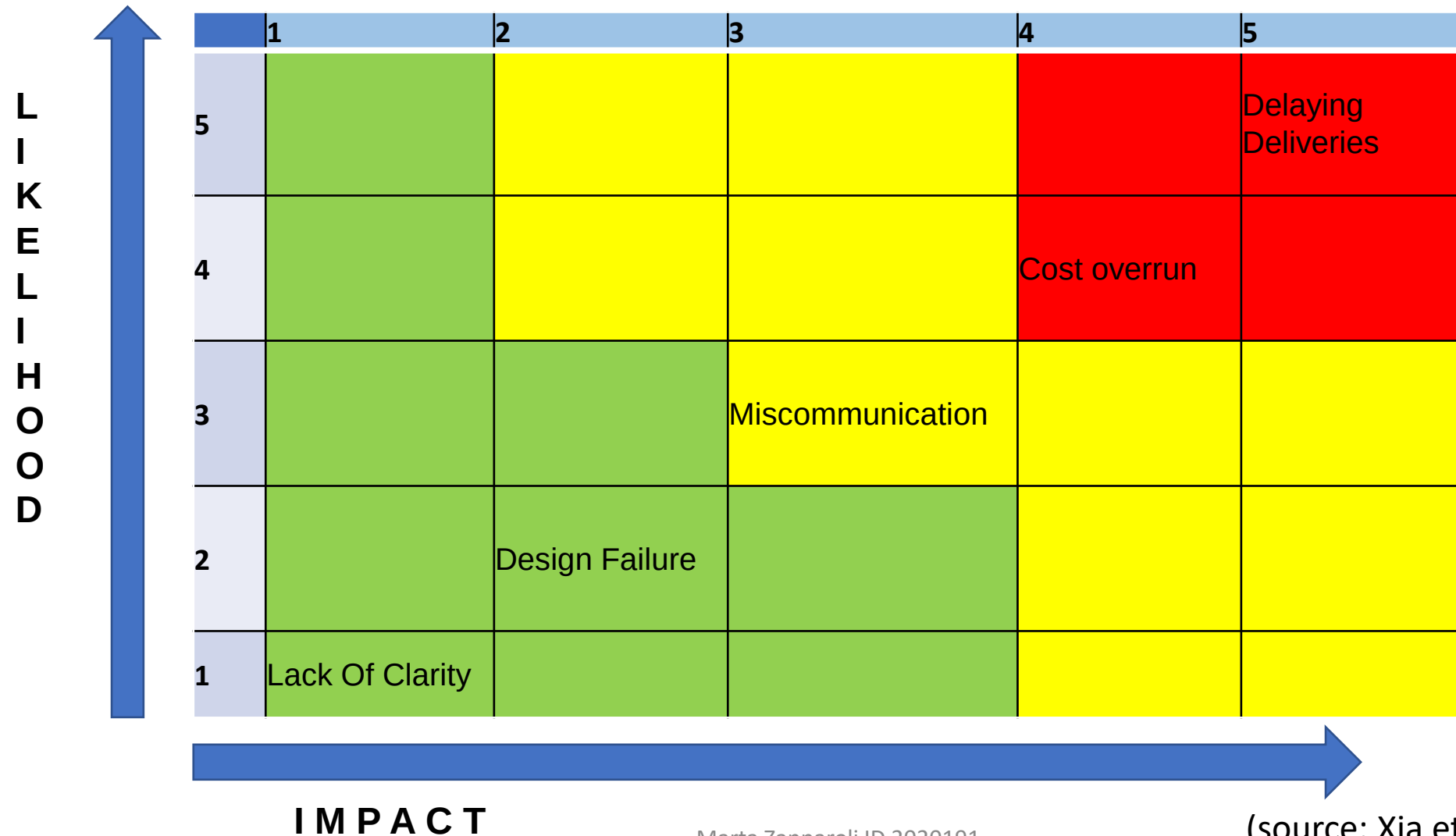
Budget based on WBS			
	Units	Price	Total
Labour Cost	168 hrs	£35.00	£5,880.00
Tools Cost			£1,000.00
Sanitising disposal and refill			£500.00
Flooring and tiles			£500.00
Hand Dryer			£500.00
Electric connection + Plumbing disconnection			£600.00
Cleaning materials			£500.00
Total Cost			£9,480.00

- Assuming that the two labours worked together for 2 weeks + 2 days (5days in a week and work for 7 Hrs) £35.00 per Hour per Labour

Risk register & Management Planning

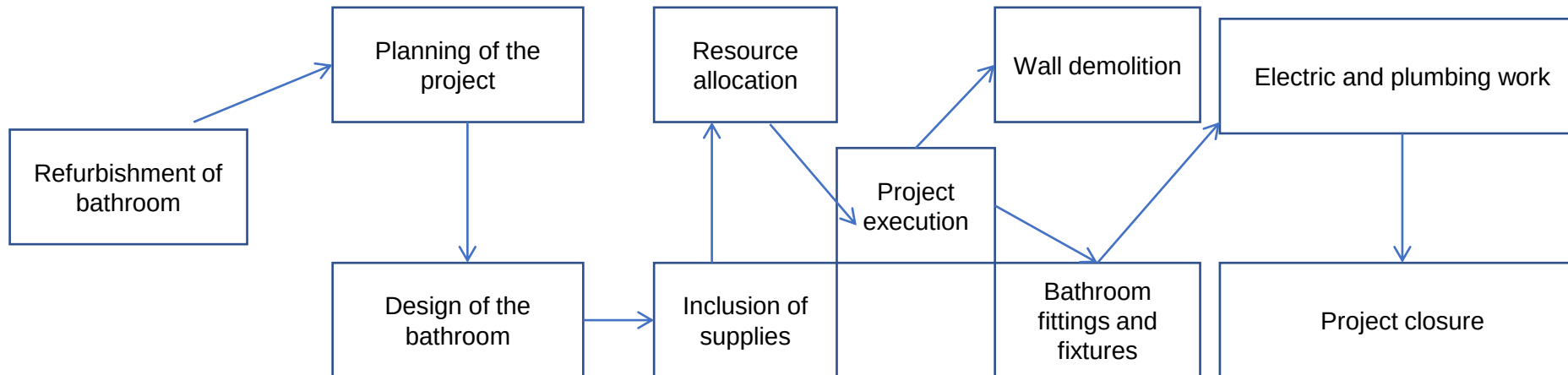
Risks	Risk Management Process (Jianxing et al., 2021)	Responsible Person	Risk 1 to 5
Design Failure	Planning of the bathroom and the breaking of the internal wall will be done with higher priority and measurement	Project Manager	2
Lack Of Clarity	The project plan and design should be drawn in the paper to avoid confusion and clarity about the project.	Project Manager	1
Miscommunication	To avoid miscommunication the project manager should keep in touch with the project stakeholders on a regular basis and keep updating the work done in the project.	Project Manager	3
Cost overrun	To maintain the budget and cost should not overrun it is important to prepare an estimated budget with the price should be estimated for the project.	Project Manager	4
Delaying Deliveries	If the worker will not come to work the project will get delayed thus, the project manager will estimate the time accordingly.	Project Manager	5

Risks Matrix chart



Project Network Diagram

- The project network shows the process of the activities and the project and the critical path of the project that can delay in the project handover.



(source: Soe and Htike, 2018)

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Appendix A Gantt


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