

Project Management Plan for Rooftop “View” Restaurant

Programme: BA (Hons) Leadership and Management Skills for the Workplace

Module name: Managing Projects in the Organisation

Module code: BMSW5104

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Project Charter



- Project name – “View” Restaurant
- Location of the business: Southeast London-based large manufacturing organisation
- Business goals - include limiting employee activity during breaks and promoting employees wellness
- Project scope - to establish a budget-friendly onsite restaurant that will reduce the likelihood of employee absenteeism
- Deliverables – building a rooftop restaurant & outdoor terrace

Stakeholders

- Project sponsor
- Project manager (Cote, 2023)
- Project team members
- Employees
- Steering committee
- Subcontractors

Work Breakdown Structure

Restaurant "View"

Design

Proposed design

Feasibility study

Final design

Structure

Framing

Drywalling

Roofing

Utilities

Electrical

Plumbing

HVAC

Finishing

Windows

Painting

Flooring

Equipment
and furniture

Lighting & Plants

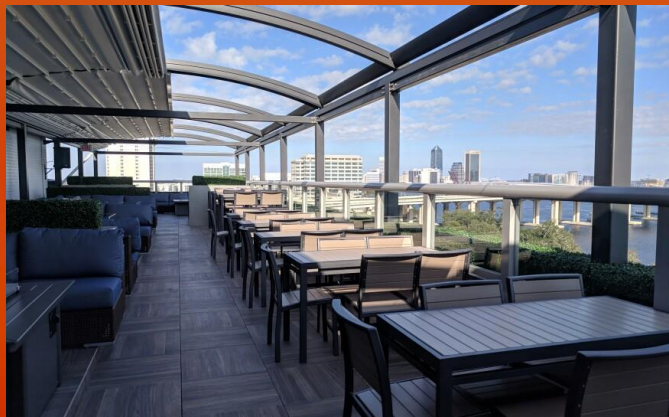
Exterior Terrace

Layout Planning Rooftop Restaurant “View”

Dining areas inside and outside (65%): foyer, reception, dining area, lounge, terrace, bar and point of sale

Preparation, cooking, storage, utensils and equipment, refrigerators, and a washing room are all part of the kitchen space (25%)

Electrical, plumbing, HVAC, surveillance, delivery area, service access, toilets, staff room, evacuation stairs (10%)



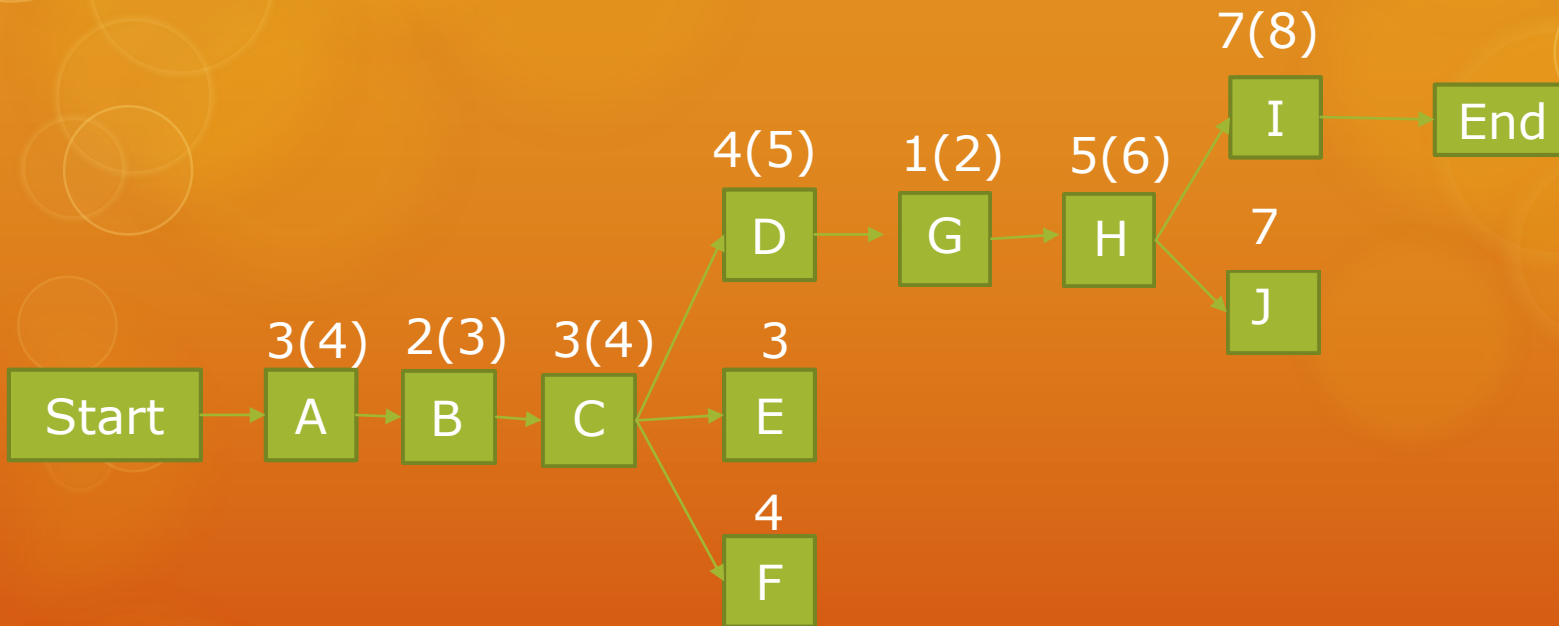
Cost, Resources & Risks

- Hard cost - £250.000
Soft cost - £100.000
Total : £350.000 + VAT



- Resources available: Fonds, human resources, building materials, tools, quipment and subcontractors (SAVIOM, 2023)
- Risks identified: Weather-related delays in the construction process, a lack of resources (employees, materials, finances or time), food allergies.

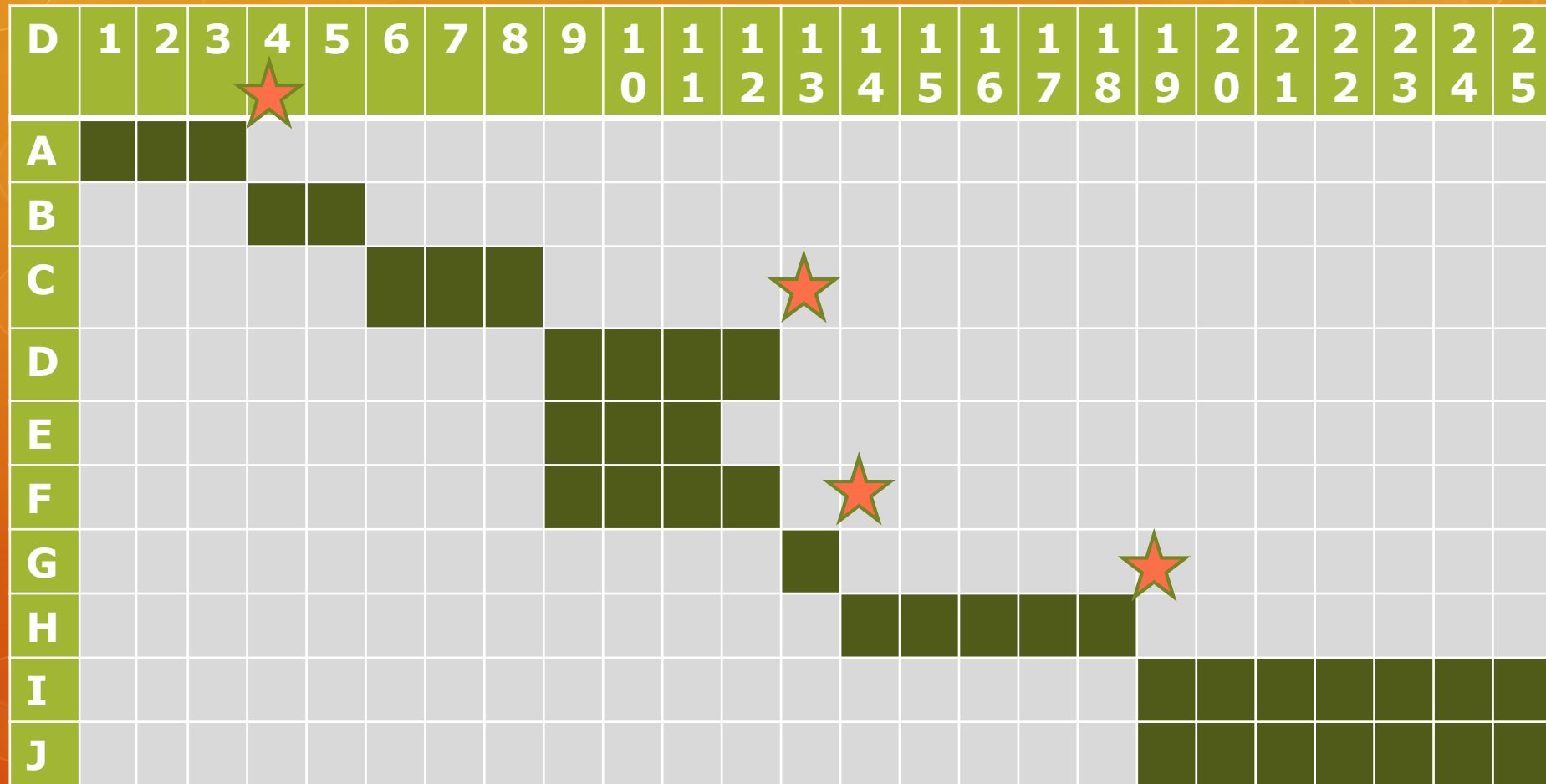
Execution- Network Diagram



PESSIMISTIC TIME: 32 DAYS
Critical path: A-B-C-D-G-H-I

A.Framing B.Drywalling C.Roofing D.Electric E.Plumbing F.HVAC
G.Windows H.Decorations I.Equipment J. Terrace

Gantt Chart Restaurant "View"



Monitoring



- Internal software for project management
- Determine who is responsible for what
- Keep track of project difficulties
- Plan for weekly meetings to review the work

Communication during monitoring

- Project managers and the team members sending weekly emails and summarizing their achievements
- Key stakeholders, project manager and the project team members have review meeting via zoom as per required assigning of the subsequent tasks (Torkanfar and Azar, 2020, p.101179).
- Project manager, key stakeholders and project team members have Project meetings every week or when needed via zoom to determine if milestones were achieved.

Project completion

- Preparation for handover (Xtensio,2023)
- Handover
- Follow up



Project closure

- Signatures are required on both sides of the handover
- Realisation of benefits (Oppong, 2020)
- Management of documentation
- Outstanding issues, action plan
- Stakeholder interaction
- Official reporting
- Closure



References

- Cote, 2023. How to Become a Project Manager [Online] Available at:<https://www.paymoapp.com/blog/the-complete-project-manager-guide/> [Accessed on 27/07/2023]
- Oppong, 2020. Benefits Realisation Management [Online] Available at:<https://www.projecttimes.com/articles/benefits-realisation-management-its-easy-if-you-do-it-smart/> [Accessed on 28/07/2023]
- SAVIOM, 2023. What is resource availability? [Online] Available at:<https://www.saviom.com/blog/understanding-resource-availability-within-project-management/> [Accessed at 27/07/2023]
- Torkanfar, N. and Azar, E.R., 2020. Quantitative similarity assessment of construction projects using WBS-based metrics. *Advanced Engineering Informatics*, 46, p.101179.
- Xtensio, 2023. How To Prepare A Project Handover Document [Online] Available at:<https://xtensio.com/how-to-prepare-a-project-handover-document/> [Accessed on 27/07/2023]