

Input - Project Management Plan Excerpt

Benjamin Srock

Embry-Riddle Aeronautical University Worldwide Campus

Capstone Project

PMGT 690

Stephen Onu, Ph.D.

KITCHEN RENOVATION PROJECT PLAN

Embry Riddle Aeronautical University – PMGT 501

TEAM 3

Final Submission

by

Michael Bramer, Samantha Gillens, Matthew Hill, Ryan Nastase, Benjamin Srock, Bradley Walker

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1 Project Requirements

1.1 Overview

This home kitchen renovation will begin with a planning and design phase that will ensure all requirements for the customers, demolition, and construction are met. For every task oriented beneath the construction activity, a company or organization will have to submit a quote detailing all labor, equipment, and material required to complete that portion of the job. The general contractor chosen as the project manager will choose the most cost-efficient quotes and attempt to meet all of the customer's wishes.

All material used for installation of mechanical, electrical, plumbing, paint, cabinetry, floor, or appliances will meet safety and efficiency standards dictated by International Housing Code. The materials used for the counters, cabinets, and flooring will be durable on account of the customers having children and their enjoyment of hosting large gatherings in their kitchen.

The space will also maximize the accessible space and storage space for the family and guests but without cutting out any of the customer's requests for appliances or other equipment in the kitchen.

1.2 Project Boundaries:

Inclusions

This project includes the planning and design, demolition, construction, test and commission, clean up, and turnover to the customer.

Exclusions

This project does not include the continual maintenance of the kitchen after the turnover to the customer.

1.3 Project Deliverables:

- Kitchen remodel project plan and design layout
- Kitchen that includes the following:
 - Center island with room for 3 bar stools
 - Marble countertops
 - Glass tile backsplash
 - Gas range
 - Commercial grade stainless appliances
 - Recessed panel cabinets with crown molding (natural oak color)

1.4 Product Acceptance Criteria:

The home kitchen renovation project will be considered complete when the installation of all material and equipment is complete and meets safety standards and the customers sign off on the completion of the remodel stating it meets all requirements agreed on between the general contractor and themselves.

1.5 Project Constraints:

The project will not exceed the customer's budget of \$30,000, and it cannot exceed more than 6 weeks from the start of the planning and design phase to the turnover of the completed project.

1.6 **Project Assumptions:**

It is assumed that the customers will have adequate amount of funds available for the entire project and that the kitchen does not need structural or further remodel requirements other than aesthetic changes.

1.7 **Risk Management:**

A thorough risk management assessment will keep the project on track and within safety boundaries ensuring the kitchen is completed correctly. This will prohibit as many future issues as possible for the customers as well as keep workers and contractors safe throughout the renovation.

1.8 **Plan of Change:**

As with all projects, unforeseen issues and difficulties will arise throughout the process and will be addressed on a case-by-case basis. For estimates and quotes, at least 2 sources will be used, the second as a backup if the primary is unable to fulfill requirements. Any contract changes will be submitted by the general contractor to the customers in writing and will only be approved when signed off by each of the customers.

1.9 **General Schedule:**

1. Design and plan are complete and approved by customers June 7, 2016
2. Demolition is complete June 16, 2016
3. Installation of all material and equipment is complete July 26, 2016
4. All excess material and mess is cleaned up and disposed of July 29, 2016
5. All equipment is tested to ensure proper function and safety August 4, 2016
6. Kitchen renovation project is signed over to customers signaling completion August 5, 2016

1.10 Approval Requirements:

This project will be approved by the general contractor and the customers receiving the renovation after a thorough review of the produced plans and samples of materials. All adjustments will be tracked by the general contractor and will only be completed once officially signed off on by the customers.

2 Recommendations/Status Report Format/Closeout Checklist

2.1 Recommendations

Internal Project Team (Group 3)

- Microsoft Project Training for project team.
- Weekly collaborations via Skype or email on project status.
- Choose project lead and divvy out weekly projects based on skillsets, and cross train other members based on weaknesses.

2.2 Lessons Learned

Project Title: Kitchen Renovation Project **Date Prepared:** _____

Project Performance Analysis

	What Worked Well	What Can Be Improved
Requirements definition and management		
Scope definition and management		
Schedule development and control		
Cost estimating and control		
Quality planning and control		
Human resource availability, team development, and performance		
Communication management		
Stakeholder management		
Reporting		
Risk management		
Procurement planning and management		
Process improvement information		
Product-specific information		

Other		
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Risks and Issues

Risk or Issue Description	Response	Comments

Quality Defects

Defect Description	Resolution	Comments

Vendor Management

Vendor	Issue	Resolution	Comments

Other

Areas of Exceptional Performance	Areas for Improvement

2.3 Closeout Checklist

Close-out Checklist

	Has the scope of the Kitchen Renovation Project been established
	Has the scope of the project been approved by the team members
	Kitchen renovation budget have been established and agreed upon
	Have the human resource plan been established and implemented
	Have all members or the project been identified and made of aware of their responsibilities in order to complete the kitchen renovation as scheduled
	Have all deliverables for the project been created
	Has the Kitchen Renovation project start within the guidelines of the projects scope
	Has all project deliverables been completed
	Kitchen renovation project resources and constraints have been identified
	Has the diagrams for the project (i.e. Network diagram, Forward Pass, Backward Pass, Critical path, Responsibility Matrix and PERT) been created
	Have weekly meetings been performed pertaining to the risk management plan
	Have all project deliverables been completed on time
	Were the members of the project continuously made aware of the projects status throughout the life of the project
	Has the project stayed within its budget constraints
	Has each project member been allowed to provide inputs on lessons learned while completing the kitchen renovation project
	Have all paperwork associated with the project been completed

3 References

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New York, NY: McGraw-Hill Education.

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