

Project Management

Author's Name

Institutional Affiliation

Capstonewriting.com

The project charter.

The project is composed of the following members:

Micall Ian- the project manager

Team members: Lopez Larry, Harry Mukonj, Eric Munesh, Susan Mcamee, Marvin Nick

Key stakeholders

The stakeholders to the project are divided into some groups namely as the consulting group, the top management who are three, the general employees of the firm, the contractors who will do several projects like portions and the customers. The top management belongs to the firm who will represent the main office for the manager while general employees who comprise of the seven staff members, the firm's ten creativity staff and the general technical staff, 15 in number will occupy the other office areas according to their job descriptions. This means that each employee will work according to his or her area of expertise or as directed by the top management. Since the firm is an IT company, the technicalities involved in moving the software to the new offices will be the sole responsibility of the firm's IT staff. The staff will design according to the work requirements that they see best suits them while our work will just to oversee the implementation of this milestone. The IT department will form part of the employee stakeholders although they will have a significant job to do from the various parts of the project till its moving process.

The Deliverables

The objective of this moving project is to ensure we provide an effective working environment for the IT firm where they can work effectively through a bigger office without any

congestions or disruptions due to movement caused by the small office spaces they are in. The new office will have three sections where each group from the top management and the general staffs of the firm will work from. The new office will thus provide a good working environment where each person can work from his station with minimum interference. An accurate schedule has to be undertaken before moving. The movement, therefore, has to be systematic where each phase of the project is carefully planned for with fewer disruptions and with a clear risk plan structure put in place in the event of any unforeseen eventualities. The schedule of the movement into the new office has to be very accurate to avoid unwanted mistakes which might come in future due to a poor arrangement of the office space or due to poor planning at the completion stage. This, therefore, requires the input of all stakeholders to guarantee that everything is done to their satisfaction and that no future complains can arise.

The scope of the project

This project requires as to effectively carry out an office movement where the firm has to be moved into a new and bigger office space. The success of a project depends on its proper planning from start to end (NIB, 2018). Also, each department with the relevant common staffs will move to a new working environment where they will function independently with minimum interference caused by the office movement within a smaller office.

The project constraints and risks

Every project has a constraint, and this project has few constraints to it too. The constraints point out the real issues for remedy (HBR, 2016). First, the project has scheduling and the exact timing issues where there might be time variations during its execution. There is also the problem of contractor's reliability where some contractors tend to lag behind when delivering their roles as

required (Collins, 2014). The cost involved in such a project especially the movement cost will be a great constraint when the firm is required to meet such accruing expenditures. The risk plan for these problems involves carrying out a risk assessment every one week so as to identify the risks and come up with ways of avoiding and controlling them.

Project Milestones

The project milestone every stakeholder a look at how it will be done (Schiff, 2017). The first milestone or phase of the project will be the partial and whole movement of the staffs of the organization belongings like the work materials. There is also the hiring of the suppliers and the contractors to the project. It is after this phase that the employees will be notified of the movement.

The second phase

The second part involves wiring of the new place by the IT experts. They have the responsibility to put in place the required technology.

The third phase is the painting and carpet of the new office space. The painting will be done according to the management choice of specifications ranging from the choice of color to the types decorations.

The fourth phase allows for the unpacking and testing of the IT systems that have been put in place. The employees will have a feel of the new installed working systems and the conditions of the new working environment. The team will be in place to provide any form of assistance to them.

The last phase thus is the completion stage where the moving process is completed. This puts the whole project to an end where everything in the plan is accounted for as stipulated.

The risk plan

| Risk | Plan |
|--|---|
| The project not ending by 28 th February | Allow full access to the firm by the end of the targeted date. |
| Contractors not finishing the work as per the schedule | Meeting up with each contractor to lay out the clear schedule for the project. |
| The employees are not packing on time. | Explaining to the staff on the importance of the packing and the time limitations |
| Sponsors not meeting up to the budget | Explain to them the importance of all budget estimates in relation to work quality. |

Budget Estimate

The budget has to be carefully determined. There should be room for the revision of the budget within the project cycle (Chipman, 2018). So far the moving firm that has been chosen has put its estimates at a cost per employee. The firm has 35 employees translating to a cost of 300 dollars per head. Our project plan gives each employee a total of 3 boxes where the same moving firm will require the firm's employees to pack their belongings in the set three boxes. The painting work and carpeting will be hired from a different company who will charge 200 dollars per hours. We have an estimated 10 hours of painting. The carpet will be bought at \$ 300 while the IT equipment will be bought at \$ 600 without payments to the IT staff. The firm will be responsible for paying the employees hence this will not be reflected in the total budget. The reason for this is the fact that the employees are from the same firm hence the management has the final say on how

they will be compensated. The firm will buy a total of 40 new computers with each going for 600 dollars while the chairs will cost around 1000 dollars. The total budget translates to \$ 35500.

The budget

| Activity | Budget |
|------------------------------|---------|
| Moving of employee materials | \$10500 |
| painting | \$2000 |
| Carpet buying | \$300 |
| Other expenses | \$5000 |
| Computers furniture | \$2400 |
| IT wiring | \$600 |
| Total Expense | \$20800 |

The project schedule

| ACTIVITY | START | FINISH | DURATION |
|--|------------|------------|----------|
| Moving of the staff materials in boxes | 01/02/2018 | 05/02/2018 | 5 days |
| Wiring of the new office by IT experts | 06/02/2018 | 20/02/2018 | 16 days |
| Painting and carpeting | 19/02/2018 | 25/02/2015 | 7 days |

| | | | |
|---|------------|------------|---------|
| Unpacking of the staff boxes | 25/02/2018 | 26/02/2018 | 2 day |
| Testing of the IT systems | 27/02/2018 | 27/02/2018 | 1 day |
| Inviting of the staff members and other stakeholders to the new place | 16/02/2018 | 27/02/2018 | 12 days |
| Project completion – The close of the project with the handing over ceremony. | 28/02/2018 | 28/02/2018 | 1 day |

Stakeholder analysis

An analysis of the stakeholder's starts with the consulting firm which has been hired by the IT firm to move the office materials. It is the role of the firm to get the needed contractors to do the work needed. The firm has to develop a clear schedule with specific timelines for the effective completion of the project. The budget thus is set up by the project consulting firm with the mandate of giving directions on how the project should be undertaken. The decisions are made by following the laid out plans. The firm thus has the authority to direct how the project is being done and report directly to the top management.

The top management has the authority over the whole project implementation and has the power to change the direction of the project. The managers can not report to anyone but have the objective of making sure that the office moves to a new and bigger office space.

The contractors, on the other hand, have the duty to supply and carry out their duties as required. The contractors have an obligation to their roles within the specified deadlines. They report to the consulting firm and have the goal of meeting their specifications and timelines as stipulated in the contract.

The employees

The employees are interested in making sure they have a new office space and the installed computer systems work according to their needs. They have no authority over the project but can give their input for the betterment of the project to the managers and the project coordinator. The employees report to the top management.

The customers

The customers have no contribution towards the project, but their feedback is equally important in the whole process. The customer's input will dwell from their endorsement of the new location and whether they prefer it more or less. They have no authority although in case of anything they report to the staff who prepare a report about the consumers to the managers.

The project communication plan

| What | Who | Purpose | When | Method |
|---------------------------|--|--|-------------------------------------|--------------------------|
| The initiation stage | The meeting here involves all stakeholders | <ul style="list-style-type: none"> The purpose and schedule of the project is communicated | On the day of launching the project | Face to face interaction |
| The project team meetings | Project team members | <ul style="list-style-type: none"> Guided by the project manager to discuss the progress and the layout of the project | Weekly basis | Face to face interaction |
| The sponsor meeting | The management and the project manager | <ul style="list-style-type: none"> The sources of funds are discussed together with reporting on the progress of the project. | Monthly basis | Face to face interaction |

| | | | | |
|--------------------------------|-------------------------|---|----------------------|---------------------------------|
| <p>The stakeholder meeting</p> | <p>All stakeholders</p> | <ul style="list-style-type: none"> • This can be subdivided into sections where the contractors each meet separately with the project manager. • The communication at this stage is to get authorization for the supply and delivery of services. The meeting also assesses the risks involved where a sponsor meeting is | <p>Monthly basis</p> | <p>Face to face interaction</p> |
|--------------------------------|-------------------------|---|----------------------|---------------------------------|

| | | | | |
|--|--|---|--|--|
| | | <p>done</p> <p>separately.</p> <ul style="list-style-type: none"> • The sponsors are then updated on the likely risks that the project might face and how the plan put on the table will mitigate against such risks | | |
|--|--|---|--|--|

In conclusion, the project will strictly take one month with little room for deviations from the time. The project will be controlled and monitored by the management team. The progress of the project will thus be reviewed after every one week to mitigate against risks and to assess the project quality. There will be no change in its management.

References

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