

Constructing an addition to a building for a corporate law firm

Overview: We are project managers hired by a law firm to manage and construct an attached addition to their building for a new personal injury department. We have a budget of **DO LAST** and a timeline of **DO LAST**.

Group Members: Alex (Project manager), Mo (Second-in-command, assistant project manager), Diana (Project analyst), Katelin (Project employee), Neon (Project employee)

DUE DATE: MARCH 30th, Intention to finish: MARCH 23rd

Introduction (Executive overview 5%) : Neon

Brief overview: We are project managers hired by "George B.C Law" to manage and construct a new attached addition to their floor building. They are planning to expand their firm by creating a new personal injury department and have given us a rough finish time of four months.

- Highlight important points of project: We are to collaborate with the law executives, construction company, as well as any other organizations that we will need to finish to attached addition
- Overview of approach, time and budget: It will take us approximately four months to complete this project based on the time to plan, construct, and finish. Our budget given by the law firm will be 500k (Subject to change).

Introduction and Value Proposition 10%: Diana, Alex, Katelin

- Describe project: Create attached building, the firm has given us points that must be included in the new addition such as -> one conference room, three work rooms (office cubicles)
- Reasoning and business point of view for project, justify selections and benefits

Define Requirements 20%: Mo

- Identify stakeholders (ensure you have all "needs" and all 6 parts)
- List goals/objectives of stakeholders
- Display project charter or statement of work

Design the Plan 40%: Neon, Alex, Katelin

- Identify responsibilities and who is in charge of each package
- Detailed WBS (MS project)
- Identify project plan (How long, how much, dependents, resources)
- Project budget

Build and Execute 15%: Neon, Alex, Katelin

- Discuss how to control project while underway (Highlight KPI's and monitoring system)
- Show communication plan for info. Each stakeholder needs
- Predict potential risks/conflict and have backup plans

Closing 10%: Diana

- Discuss long term vision
- Steps to take long term vision
- Each team members real-life lessons learned from project

Materials (costs): Hiring all needs, water, equipment, electricity, employees, paperwork (contracts)

All hires are subjected to contracts

Construction Company: 21.00/hr we will hire 30 people, 50 days 60 days - 252k

Engineering Team: 31.00/hr we will 3 people, 18 days 50 days- 13.3k

Design firm: 25.00/hr we will hire 2 people, 5 days - 3k

Plumbing team: 33.00/hr we will hire 2 people, 10 days - 5.5k

Architecture : 32.00/hr we will hire 1 person, 5 days - 2k

Needs: Plumbing, engineers, construction, architecture, law firm executives, interior designers, users, sponsors

Goals and Objectives

- To construct and build a new addition beside the existing law firm.
- Finish it within the desired time of **DO LAST**
- Be within budget of **DO LAST**
- Create an addition that compliments and coincides with the firm
- Hire and collaborate with our "needs" in good faith

90 length x 70 Width = 6300 square feet

Construction materials list

- Heating and cooling systems: \$10k
- Paint: 3k
- Concrete: 35k
- Lumber: 15k
- Insulation: 2.2k

- Drywall: 20k
- Electrical wiring: 18k
- Plumbing: 18k
- Lighting: 10k

Designs and materials:

Mirrors/windows: 10k

Chairs: 10k

Roofing: 23k

Bricks: 130k

Projectors: 17k

Conference room tables: 16k

Projectors: 1.7k

TV: 2k

Cubicle: 15k

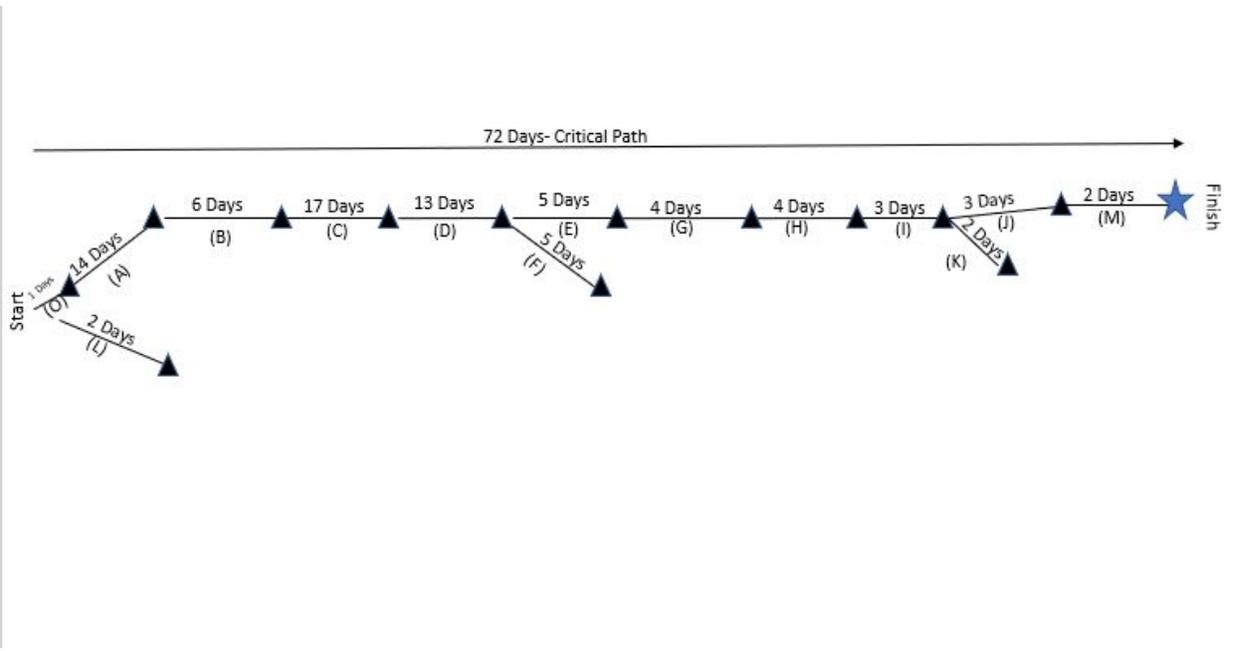
Misc: 3k

Staff room counters: 3k

Couches: 7k

Doors: 5k

25% markup



Work Breakdown Structure

Construct foundation (20 days)

- Dig and level foundation (14 days) **A**
- Pour foundation (6 days) **B**

Do building framing (30 days)

- Construct walls (17 days) **C**
- Construct roof (13 days) **D**
- Finish framework (Milestone)

Mechanical work (14 days)

- Install electrical (5 days) **E**
- Install plumbing (5 days) **F**
- Install heating and cooling (4 days) **G**

Interior work (7 days)

- Insulate building (4 days) **H**
- Install drywall (3 days) **I**

Interior design (7 days)

- Paint (3 days) **J**
- Install flooring (2 days) **K**
- Order furniture **L**
- Install furniture (2 days) **M**

Order materials (1 Day) **O**

Group Project – Report Marking Scheme

Executive Overview 5%	One Page Summary <ul style="list-style-type: none"> •A brief overview of your project •Highlight why this is an important project •Give an overview of your project approach, time & budget
Introduction and Value Proposition 10%	<ul style="list-style-type: none"> • Describe your event or project in detail • Provide the reasoning and business case for your project (Try to quantify the benefit, or use project selection models to justify why your project is being pursued)
Define Requirements 20%	<ul style="list-style-type: none"> • Identify all the stakeholders involved in this project • List out the goals and objectives for each of these stakeholders • Show your groups Project Charter or Statement of Work
Design the Plan 40%	<ul style="list-style-type: none"> • Responsibility Matrix for who is in charge of each work package • Detailed and Organized Work Breakdown Structure (handed in as part of the project plan) • A Project Plan – For each activity, associate who is doing it, how long it will take, how much it will cost, and whether it depends on another task being completed (use Microsoft Project) • A Project Budget – Detailed project costs and expected revenue
Build & Execute 15%	<ul style="list-style-type: none"> • Discuss how you would control the project while it is underway (Highlight your KPI' s, and monitoring system) • Show the Communication Plan for what information each stakeholder requires throughout the project • Predict potential areas for conflict and discuss your backup plans (i.e. complete a risk assessment form)
Close the Project 10%	<ul style="list-style-type: none"> • What is the long term vision for your project? • Steps to take towards achieving this long term vision • Each team members real-life lessons learned about project management from completing this assignment

