

# Project Plan

## **33 Balfour St Bathroom/toilet/laundry renovation**

Leanne Phillips

## Document Management

### Distribution List

| Name            | Position                    | Signature | Date |
|-----------------|-----------------------------|-----------|------|
| Leanne Phillips | Project Manager/stakeholder |           |      |
| Nigel Phillips  | Stakeholder                 |           |      |
| Builder         | Head Builder / contractor   |           |      |

### Version Control

*Record all approved changes to this document.*

| Revision # | Change Description | Approval Date | Author |
|------------|--------------------|---------------|--------|
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## Project Registration

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Project Name    | 33 Balfour St Bathroom/toilet/laundry renovation |
| Project #       | 1                                                |
| Creation Date   | 14 November 2020                                 |
| Sponsor/Client  | Nigel & Leanne Phillips                          |
| Project Manager | Leanne Phillips                                  |

# Executive Summary

## Rationale

A modern updated bathroom/toilet/laundry will enhance the resale value of the property and also the saleability of the house. The update will also repair existing damage and prevent any future damage (e.g: moisture ingress).

## Drivers

The driver/impetus was the evidence of damage with some tiles coming off the wall.

## Key Objectives

To replace the floor coverings.

To put tiles on the walls (or part of the walls).

To have the theme consistent between the bathroom, toilet and laundry.

To bring the fittings and style that is not controversial or offensive in any way.

## Benefits

Increased value of the home.

Prevention of further damage to the structure.

## Impacts

There will be significant impact on the functionality of, and access to, the bathroom, toilet and laundry including electricity and water. A portable temporary toilet may be required.

# Project Information

## 1. Integration Management

### 1.1. Methodology

*Record the project management methodology to be followed throughout the project.*

### 1.2. Change Control

*Record what formal process will be used to propose, assess and authorise changes in scope.*

### 1.3. Performance Reporting

*Record how performance (achievement, deliverable, completion ...) will be measured and reported.*

### 1.4. Audit

*Record what independent process will be followed to monitor and verify all project related work.*

### 1.5. Dependencies

*Record all related and or inter-dependent projects impacting the performance and delivery of the project.*

## 2. Scope Management

### 2.1. Deliverables as contained in the separate Scope Management Plan

|                      |                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deliverable A</b> | <b><u>Renovated bathroom</u></b> – including new bath tub, new shower recess, new cupboards, new tapware and shower head, new “tastic” and light fittings, new mirror, new cupboards/shelves. Switches and power point fittings are new and will be reused. New tiles on the floor and wall.<br><br><b>Phase 1:</b> Disconnection of plumbing & electrical (as necessary) |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <ul style="list-style-type: none"> <li>- Removal and disposal of existing fittings - <i>Floor and wall tiles; Sink/basins; Cupboards and storage; mirror, Tapware; Bath tub; Shower recess; Towel rails etc..</i></li> </ul> <p><b>Phase 2:</b> Structure/framework work – removal of existing cabinetry, structural changes &amp; repairs necessary.</p> <p><b>Phase 3:</b> Installation of new fittings – electrical, plumbing and cabinetry</p> <p><b>Phase 4: Fit off</b> - painting, tiling, plastering, plumbing &amp; electrical</p>                                                                                                                                                                                        |
| <b>Deliverable B</b> | <p><b><u>Renovated toilet / basin area</u></b> – new toilet fitting, new basin fitting and tapware. New tiles on the floor and wall.</p> <p><b>Phase 1:</b> Disconnection of plumbing &amp; electrical (as necessary)</p> <ul style="list-style-type: none"> <li>- Removal and disposal of existing fittings - <i>Floor and wall tiles; Sink/basins; Cupboards and storage; mirror, Tapware; Toilet;</i></li> </ul> <p><b>Phase 2:</b> Structure/framework work – removal of existing cabinetry, structural changes &amp; repairs necessary.</p> <p><b>Phase 3:</b> Installation of new fittings – electrical, plumbing and cabinetry</p> <p><b>Phase 4: Fit off</b> - painting, tiling, plastering, plumbing &amp; electrical</p> |
| <b>Deliverable C</b> | <p><b><u>Renovated laundry</u></b> - New tiles on the floor and wall – new basin/wash tub, new cupboard for storage</p> <p><b>Phase 1:</b> Disconnection of plumbing &amp; electrical (as necessary)</p> <ul style="list-style-type: none"> <li>- Removal and disposal of existing fittings - <i>Floor and wall tiles; Sink/basins; Cupboards and storage; mirror, Tapware.</i></li> </ul> <p><b>Phase 2:</b> Structure/framework work – removal of existing cabinetry, structural changes &amp; repairs necessary.</p> <p><b>Phase 3:</b> Installation of new fittings – electrical, plumbing and cabinetry</p> <p><b>Phase 4: Fit off</b> - painting, tiling, plastering, plumbing &amp; electrical</p>                          |

## 2.2. Inclusions

- Building, plastering, plumbing, tiling, painting work
- *Floor and wall tiles; Sink/basins; Cupboards and storage; mirror, Tapware; Toilet; Bath tub; Shower recess; Towel rails etc..*

## 2.3. Exclusions

The electrical work will be carried out by Electrical Sensations, not the builders sub-contractor. The costing for the electrical work is not included in this project. Scheduling the electrical work will be included in timing documents to ensure the project can be completed on schedule.

## 2.4. Handover

A certificate of completion from the builder to confirm that the work meets all QBCC requirements will be required to be delivered to the sponsors upon completion.

# 3. Time Management

## 3.1. Schedule

*Record the details of all stages and tasks (using a work breakdown structure format) required to be performed for the project including calculations, confidence and contingencies.*

*Schedule all project work using a Gantt chart (bar chart or similar).*

## 3.2. Milestones

*Record all key milestones and or deadlines due throughout the project.*

# 4. Cost Management

## 4.1. Budget

The total project cannot exceed \$25 000 including GST. Approval and agreement to spend up to that amount has been obtained from the stakeholders (Nigel & Leanne Phillips).

## 4.2. Estimating methodology

*Record how have the figures been calculated.*

### **4.3. Confidence level**

*Record how accurate these figures are.*

### **4.4. Contingency**

*Record if any contingency funds will be required.*

### **4.5. Source of Funds**

*Record where the funds will be accessed and the approvals and/or documentation required.*

### **4.6. Cash Flow**

*Record the cash flow projection for the project.*

## **5. Human Resource Management**

### **5.1. Stakeholders**

Primary stakeholders: Premise owners – Nigel & Leanne Phillips

Secondary stakeholders: co-tenants at the premises Adam Phillips and Michelle Phillips

### **5.2. Resource Capability**

*Record the information supporting the resource assignments (hours, rates, availability, training ...) for the project.*

*Include reference to equipment, facilities and materials where required.*

## **6. Communications Management**

### **6.1. Organisational Structure**

*Record the appropriate organisational structure required by the project.*

## **6.2. Escalation**

*Record what processes are in place to handle conflict and dispute resolution.*

## **7. Procurement and Contracts Management**

*Record all information supporting the decision to make or buy. This should include reference to:*

- *procurement planning*
- *solicitation planning*
- *solicitation*
- *source selection*
- *contract administration*
- *contract close-out.*

## **8. Risk Management**

### **8.1. Constraints**

*Record all constraints that will restrict the performance and delivery of the project (and possible treatment strategies).*

### **8.2. Assumptions**

*Record all assumptions (accepted as correct) that will impact the performance and delivery of the project.*

### **8.3. Potential Issues**

*Record all potential issues impacting the performance and delivery of the project (and possible treatment strategies).*

## 8.4. Risk

*Record all internal and external sources of risk in a risk register, including:*

- *probability*
- *consequence*
- *priority*
- *strategy*
- *accountability*
- *review.*

## 9. Quality Management

*Record all required standards and definitions of quality required by the project.*

*Record how quality will be designed into the project with reference to:*

- *quality planning*
- *quality assurance*
- *quality control*
- *quality (continuous) improvement.*

## Authorisation

### Recommendation

*Record the recommendation being presented for approval.*

### Approval

*Record the decision that has been made on the project.*

☐ Approved

☐ Postponed

☐ Cancelled

☐ Review

## Sign off

*Record the name, signature and date of all appropriate stakeholders (sponsor/client, project manager, project steering group ...) signing this document.*

| Name | Role | Signature | Date |
|------|------|-----------|------|
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# Appendices

*Record the details of any other information and or documentation supporting the project.*

*Should include the following:*

- *Schedule*
- *Cost breakdown structure and S Curve*
- *Organisational structure*
- *Responsibility Matrix*
- *Communications Diagram*
- *Stakeholder Analysis*
- *Communications Plan*
- *Quality Plan*
- *Risk Management Plan*
- *Procurement Plan*
- *Change Management Process*
- *Change Register*
- *Change Requests*