

BSBPMG521- MANAGE PROJECT INTERGRATION

1 Establish project

1.1A. Identify, clarify and prepare project initiation documentation.

The business identified the project as something it has a major interest in being involved in, we tendered on the project and were successful.

1.1B. Identify relationship between the project and broader organisational strategies and goals.

This lighting project falls into the business strategies and goals as we were looking into integrating a civil arm into the business, this project allows us to start understanding the civil works without the financial risk of purchasing equipment, as we plan on hiring outside contractors to work alongside our teams.

1.1C. Negotiate and document project objectives, outcomes and benefits.

The project objectives and outcome were outlined in the project charter, but to summarise our objectives were to be a leading company in the design and installation in sportified lighting within Australia. With the outcome to be the known and go to for this industry, and the benefits are financial and continuity of work throughout the country.

1.1D. Negotiate project governance structure with relevant authorities and stakeholders.

Lightscape management worked closely with the client (Somerset regional council) to lay out the plan for the project, each stakeholder has certain requirement that needed to be met, whether it was financial, business or safety, all aspects were covered prior to project commencement.

1.1E. Prepare and submit project charter for approval by relevant authorities.

Project charter attached.

2 Undertake project planning and design processes

1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.

By Utilising Multiple Work breakdown structures (WBS) the deliverables are easily visible to the staff and can be implemented without the need for micromanagement on site.

1.2B. Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.

Due to the small timeframe of the project, it was not deemed necessary to break up the project into any more than 4 stages. There will be delivery milestones, as shown in the work breakdown structures, Excavation and pole erection, electrical, and test and commission.

1.2C. Analyse project management functions to identify interdependencies and impacts of constraints.

The creation of the Gantt chart has outlined the project timeline, this timeline was built on input from all interested parties, subcontractors and material providers. This will help with the organisation for all stakeholders to allow for a swift completion of the project without the delay of working around or waiting for others.

1.2D. Develop a project management plan integrating all project-management functions with associated plans and baselines.

See Attached Project Plan.

1.2E. Establish designated mechanisms to monitor and control planned activity.

Using the Gantt chart to control the progress and timeline of the project to be sure the deliverables are met on time. This will be monitored by the site supervisor and project manager accordingly.

1.2F. Negotiate approval of project plan with relevant stakeholders and project authority.

The project Plan is developed alongside all relevant stakeholder to ensure that the plan is accurate and follows the clients wishes.

3 Execute project in work environment

1.3A. Manage the project in an established internal work environment, ensuring effective work throughout the project.

The site supervisor has a proven record of delivering this style of projects previously. By using staff with experience and supplying them with the tools they need to complete the work on time with a quality finish, the project manager does not need to spend time closely monitoring.

1.3B. Maintain established links to align project objectives with organisational objectives throughout the project.

Lightscape electrical chose to undertake this project as it aligns with our base of experience, and want to help small sporting clubs survive into the future.

1.3C. Within authority levels, resolve conflicts negatively affecting attainment of project objectives.

Any conflicts are to be handled as outlined in the project plan. Small disagreements and handled as soon as possible so they do not become a bigger problem later on into the project, or the next.

4 Manage project control

1.4A. Ensure project records remained updated against project deliverables and plans at required intervals.

All project documentation (invoices, delivery slips, bills of quantities, and Purchase orders) are handed to the project supervisor and in turn this is forwarded to the project manager to add to the running spreadsheet for our records. Our accounts team are forwarded the financials which are then added to the accounting software. This chain of documentation and record keeping ensures accurate records.

1.4B. Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities.

As mentioned previously there was a mid-project meeting held with the relevant stakeholders to determine the progress of the project was to everyone's satisfaction. A report outlining the results of the meeting was issued to all attendees with any issues and recommended ways to resolve them.

1.4C. Analyse and submit impact analysis of change requests for approval, where required.

Any change requests that have been submitted for approval go through a process to determine the impact on the remainder of the project. Meetings are held with the relevant stakeholders, employees and subcontractors to determine the level of impact and how to work around these changes with minimal interruptions.

1.4D. Maintain relevant project logs and registers accurately and regularly to assist with project audit.

With the use of project software such as Microsoft project and customised project spreadsheets logs and registers were always up to date and ready to be used in the final audit and reports following the completion of our project.

1.4E. Ensure associated plans remained updated to reflect project progress against baselines and approved changes.

All the latest revision of plans, diagrams and drawings, were reviewed to be sure they were the correct at the time of project completion.

5 Manage project finalisation

1.5A. Identify and allocate project finalisation activities.

The project finalisation checklist shows the tasks assigned to each department, regarding their duties to close out the project.

It is the project managers responsibility to make sure that these tasks are completed by the relevant person or persons within the different departments. Tasks include final inspection to be sure all the work has been completed and any documents that are to be handed over to the client are finished, invoicing and payment of outstanding invoices and final document handover and archiving.

1.5B. Ensure project products and associated documentation were prepared for handover to client in a timely manner.

As Part of the handover checklist a compilation of documentation is required for handover, these include engineering certificates, any council forms and test and commission documents.

These documents were to be handed over within 2 weeks of completion of the project.

1.5C. Finalise financial, legal and contractual obligations.

Final documentation has been handed over to the client, the outstanding tasks list needs to be consulted to be sure all tasks, invoices, and procurement contracts are completed or fulfilled.

The client is to sign off on the closure of the project before we can close the project for archiving.

1.5D. Undertake project review assessments as input to future projects.

Before the core staff return to other duties a final meeting for review was held, this meeting was used to assess our procedures and systems, for future projects.