

Project Summary

Customer: Focused Fitness

Project name: Office Relocation

Project goal: The goal is to move Focused Fitness into a new office location that will support the desired business' growth (20% per year) for the next five years.

Additional objectives:

- More convenient location
- Easier and safer access for clients recovering from injuries
- Lower rent per square foot

Constraints

- Relocation budget less than \$40,000
- Move complete by the end of August
- Client appointments have higher priority than relocation tasks
- Team members can work up to 10 hours of overtime per week
- New space must be within 5 miles of current location
- Lower rent per square foot than current space (nice-to-have)

Risks

- | | |
|---|------------------|
| 1. Suitable office space isn't available | Unlikely, Large |
| 2. Office space is more expensive than expected | Likely, Medium |
| 3. Materials are delayed | Likely, Medium |
| 4. Materials received are incorrect | Likely, Medium |
| 5. Poor workmanship and rework delays project | Unlikely, Large |
| 6. Single vendor for construction | Unlikely, Medium |
| 7. Building permits or certificates are delayed | Likely, Large |
| 8. Layout doesn't work and requires redesign | Unlikely, Large |

Assumptions

- The general contractor takes care of all permits and approvals from the county
- Employees pack their belongings and files in the boxes provided by the movers
- Employees will prepare all the fitness equipment for the move and then make sure it is operating properly after the movers have placed the machines in their final locations in the new space

Deliverables

Customer: Focused Fitness

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First Draft of Deliverables	Description	Success Criteria	Notes	Resources
New office location ready for business	Build-out complete	Punch list finished and accepted. Space ready for clients	Might negotiate punch list items that can be finished after the new location opens	
Signed lease agreement	Lease agreement with negotiated terms. Build-out of space is separate agreement	Signatures from landlord and business owner on agreement		
Approved design for new space			Design developed by project customer with input from contractor.	Will have one of the trainers with experience in gym layout work with contractor
Signed contract with general contractor				
Blueprints	5 sets of blueprints for county and contractors	Blueprints produced in format specified by the county. Paper blueprints for contractors	GC will coordinate with subcontractors and handle approvals needed from county government	General contractor
Building permit	Form from county government			General contractor
Certificate of occupancy	Form from county government			General contractor
Sign-off on completed build-out	Signed acceptance of the build-out after the items on the punch list have been fixed	Build-out completed according to blueprints, unless change requests were approved. Any discrepancies on punch list fixed		
Furniture and equipment moved	Furniture and equipment moved according to interior plan	Layout matches the interior plan. All equipment hooked up and operational		
As-built drawings	Revised blueprints showing the build-out as it was actually constructed			

Scope Statement

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IN SCOPE:

- Search for and select new location
- Design floor plan for new space, including workout areas, office space, and locker rooms
- Negotiate and sign lease agreement with landlord, including any construction and improvements that landlord will do
- Negotiate and sign contract with general contractor for remaining construction
- Negotiate and sign contract with movers
- Complete construction
- Move from old space to new space
- Set up furniture and equipment

OUT OF SCOPE:

- Address change, including new stationary and business cards
- Notifying clients and vendors

Estimated Project Costs

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	Hours	Labor cost	Equipment and facilities	Materials	Other non-time-based cost	Total cost		Notes
Find new office space	40	\$2,000				\$2,000		Average labor rate, \$50/hr
Negotiate lease	8	\$400				\$400		
Sign lease	4	\$200				\$200		
Hire movers	8	\$400				\$400		
Design layout	32	\$1,600				\$1,600		
Negotiate build-out	16	\$800				\$800		
Sign contract for construction	2	\$100				\$100		
Build out space				\$12,000	\$8,000	\$20,000		Construction permit, contractor's price
Correct construction issues						\$0		
Pack	40	\$2,000	\$400	\$500		\$2,900		Dumpster, packing materials
Move office	24	\$1,200			\$7,000	\$8,200		Movers' fixed price
Set up equipment	16	\$800				\$800		
Unpack	16	\$800				\$800		
Project total	206	\$8,700	\$400	\$12,500	\$15,000	\$36,600		
Contingency pools (15%)	28.5					\$5,490		
Project estimate	218.5					\$42,090		

Task Resources

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Tasks	Assigned Resources	Approvals	Keep Informed
Find new office space	Owner		
Negotiate lease	Owner, attorney		
Sign lease	Owner	Owner	
Hire movers	Owner		
Design layout	Designer, architect	Owner	
Negotiate build-out	Owner		
Sign contract for construction	Owner	Owner	
Set relocation date	Owner		Gym employees Gym clients
Build out space	Designer, contractors		
Correct construction issues	Contractors		
Approve build-out	Designer, owner	Owner	
Move office	Employees, movers		

Project Closing Checklist

- Hold "lessons learned" meeting
- Share lessons learned
- Thank people for their work
- Notify resource managers and write up performance appraisals
- Prepare final report
- Archive project information
- Close contracts
- Close accounting codes

Project Updates

June 25 – July 6

	Planned Start	Planned Finish	Planned Hours	Actual Start	Hours Worked	Forecast Remaining Hours	Finish Date
Negotiate lease	6/26	6/30	8	6/28	12	0	7/2
Sign lease	7/1	7/1	4	7/5	2	0	7/5
Hire movers	7/3	7/6	8	7/3	6	4	7/8

Actual Project Costs

Office Relocation Project

	Planned Hours	Planned Labor Cost	Planned Other Costs	Cumulative Total	Actual Hours	Actual Labor Cost	Actual Other Costs	Cumulative Total
Find new office space	40	\$2,000		\$2,000	32	\$1,600		\$1,600
Negotiate lease	8	\$400		\$2,400	6	\$300		\$1,900
Sign lease	4	\$200		\$2,600	2	\$100		\$2,000
Hire movers	8	\$400		\$3,000	12	\$600		\$2,600
Design layout	32	\$2,100		\$4,100	42	\$2,600		\$4,200
Negotiate build-out	16	\$800		\$5,900	24	\$1,200		\$6,400
Sign contract for construction	2	\$100		\$6,000	2	\$100		\$6,500
Build out space			\$20,000	\$26,000			\$26,500	\$33,000
Pack	40	\$2,000	\$900	\$28,900				
Move office	24	\$1,200	\$7,000	\$37,100				
Set up equipment	16	\$800		\$37,900				
Unpack	16	\$800		\$38,700				
TOTALS	206	\$10,800	\$27,900	\$38,700		\$6,500	\$26,500	\$33,000

Project Progress

Office Relocation Project

As of 8/6/13

Tasks	Planned		Actual	
	Start	Finish	Start	Finish
Find new office space	6/17	6/25	6/17	6/26
Negotiate lease	6/26	6/30	6/28	7/2
Sign lease	7/1	7/1	7/5	7/5
Hire movers	7/3	7/6	7/3	7/8
Design layout	7/3	7/7	7/6	7/13
Negotiate build-out	7/9	7/11	7/14	7/17
Sign contract for construction	7/12	7/12	7/18	7/18
Build out space	8/1	8/12	8/5	8/22 ?
Correct construction issues	8/13	8/17		8/27 ?
Pack	8/17	8/20		8/24 ?
Move office	8/24	8/24		8/28 ?
Set up equipment	8/25	8/25		8/29 ?
Unpack	8/25	8/25		8/29 ?
Studio open	8/26	8/26		8/31 ?

Deliverables Template

Customer:

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Deliverables	Description	Success Criteria	Notes	Resources