

NAME: OLUWAKEMI TUNRAYO AMUSAN
COURSE APPLIED:PROJECT MANAGEMENT
ASSIGNMENT:PERSONAL PROJECT FOR
CERTIFICATE QUALIFICATION FOR LADIES IN TECH
AFRICA BOOTCAMP

Initiation phase

- Project Objective
- Project Scope
- Key stakeholders
- Project charter

1.1 PROJECT OBJECTIVES

- To have 14 furnished apartments that is aesthetically appealing with great ambience to serve both corporate and regular clients for shortlet business
- To have 3 units of fully furnished 2 bedroom apartments
- To have 5 units of fully furnished 1 bedroom apartment
- To have 4 units of fully furnished studio apartment
- To have 2 units of 3 bedroom apartment
- To have an equipped gym house
- To have a conducive swimming pool and cabana by the side
- All apartments to have a working telecom
- All apartment to have internet
- All apartment to have Netflix and dstv
- All 3 bedroom,2 bedrooms and 1 bedroom apartments apartments to have inbuilt oven, inbuilt microwave, minimum of 144 cm fridge height,washing machines, hob, and heat extractors
- All studio apartments to have hob,heat extractors, microwave, and table top fridge except apartment 3
- All external doors to have smart locks
- Apartment 3 to have only microwave and tabletop fridge

- All bathrooms to have cubicles and black accessories
- All bathrooms to have mirrors with LED light
- All apartments to have different color themes
- To have a fully fitted cinema
- Setting up a manager's office
- Swimming pool to be treated as good as new
- The two generator to be repaired and be in good condition for usage
- project to be accomplished within 24th April 2024- 30th November 2024

1.2 PROJECT SCOPE

- Architectural designs and Obtaining renovation permit
- Demolition of some walls and reconstruction of existing apartments to smaller units of flats; 2 units of 3 bedroom apartments, 3 units of 2 bedroom apartments, 5 units of 1 bedroom apartments, 4 units of studio apartment, 1 small meeting room and 1 cinema. Total of 14 new apartments with 1 cinema.
- Rechannelling of electrical and mechanical works
- Reconstruction of drainage and plumbing works
- Reconstruction of ceiling POP to allow wiring for new lights design
- Removal of existing tiles in all kitchen , toilets and existing bathrooms and reconstruction of tiling works
- Removal and reconstruction of new kitchen cabinets
- Remodeling of bathrooms to modern designs
- Removal of and replacement of existing windows and doors to new design
- Reconnection of AC wiring into the wall (conduit)
- Fitting of Toilets, washing hand basins, showers, cubicles and other accessories into toilet and bathrooms
- Construction of soundproof inside cinema
- Construction of furnitures (beds, sofas, dining, and other furniture works
- Plastering and screeding of all walls
- Painting of all apartments and external walls
- Cleaning and fumigation of all apartments
- Installation of Air conditioners
- Fittings of lights; spot lights , center lights and wall brackets, sockets, television cables etc

- Installation of Electrical appliances; Televisions, Refrigerator, microwaves, cookers, washing machine, smoke detectors, fire alarms, CCTV, projector and screen inside cinema
- Remodeling of swimming pool and gym
- Building of cabana beside the pool and general beautification of pool area
- General beautification of exterior space
- Installations of Curtains inside apartments

1.3 KEY STAKEHOLDER

- project owner / client/ sponsor
- Project manager
- Architect
- Contractors
- Civil Engineers
- Mechanical Engineers
- Electrical Engineers
- Plumbing engineers
- Suppliers / vendors
- local authorities
- Insurance companies
- End users
- legal advisors.
- Short Let agents
- End users

1.4 PROJECT CHARTER

Title	Oniru reconstruction project	
Start date	22nd April 2024	
End date	30th November 2024	
Project	Oluwakemi Amusan	

Manager		
Overview	Conversion of 6 units of 3 bedroom flats to 14 new fully furnished serviced apartments for shortlet business with swimming pool and cinema	
Objective	<ul style="list-style-type: none"> • To have 14 furnished apartments that is aesthetically appealing with great ambience to serve both corporate and regular clients for shortlet business • To have 3 units of fully furnished 2 bedroom apartments • To have 5 units of fully furnished 1 bedroom apartment • To have 4 units of fully furnished studio apartment • To have 2 units of 3 bedroom apartment • To have an equipped gym house • To have a conducive swimming pool and cabana by the side • All apartments to have a working telecom • All apartment to have internet • All apartment to have Netflix and dstv • All 3 bedroom,2 bedrooms and 1 bedroom apartments to have inbuilt oven, inbuilt microwave, minimum of 144 cm fridge height,washing machines, hob, and heat extractors • All studio apartments to have hob,heat extractors, microwave, and table top fridge except apartment 3 • All external doors to have smart locks • Apartment 3 to have only microwave and tabletop fridge • All bathrooms to have cubicles and black accessories • All bathrooms to have mirrors with LED light • All apartments to have different color themes • To have a fully fitted cinema • Setting up a manager's office 	

	<ul style="list-style-type: none"> ● Swimming pool to be treated as good as new ● The two generator to be repaired and be in good condition for usage ● project to be accomplished within 24th April 4024- 30th November 2024 	
Scope	<ul style="list-style-type: none"> ● Architectural designs and Obtaining renovation permit ● Demolition of some walls and reconstruction of existing apartments to smaller units of flats; 2 units of 3 bedroom apartments, 3 units of 2 bedroom apartments, 5 units of 1 bedroom apartments, 4 units of studio apartment, 1 small meeting room and 1 cinema. Total of 14 new apartments with 1 cinema. ● Rechannelling of electrical and mechanical works ● Reconstruction of drainage and plumbing works ● Reconstruction of ceiling POP to allow wiring for new lights design ● Removal of existing tiles in all kitchen , toilets and existing bathrooms and reconstruction of tiling works ● Removal and reconstruction of new kitchen cabinets ● Remodeling of bathrooms to modern designs ● Removal of and replacement of existing windows and doors to new design ● Reconnection of AC wiring into the wall (conduit) ● Fitting of Toilets, washing hand basins, showers, cubicles and other accessories into toilet and bathrooms ● Construction of soundproof inside cinema ● Construction of furnitures (beds, sofas, dining, and other furniture works ● Plastering and screeding of all walls 	

	<ul style="list-style-type: none"> ● Painting of all apartments and external walls ● Cleaning and fumigation of all apartments ● Installation of Air conditioners ● Fittings of lights; spot lights , center lights and wall brackets,sockets, television cables etc ● Installation of Electrical appliances; Televisions, Refrigerator,microwaves,cookers, washing washing,smoke detectors, fire alarms, CVTV, projector and screen inside cinema ● Remodeling of swimming pool and gym ● Building of cabana beside the pool and general beautification of pool area ● General beautification of exterior space ● Installations of Curtains inside apartments ● Installation of Furnitures; chairs, dinings, sofas, beds, cinema chairs etc ● Beautification of apartments by a professional interior decorator ● Quality control and inspection ● Handing over the project. 	
Team members and roles	<p>Kemi Amusan: Project manager,responsible for planning and execution of the project with team members and stakeholders</p> <p>Mr Adielle: Client:/ sponsor</p> <p>Ruby : Financial manager responsible for releasing and accountability of funds management</p> <p>Blossom:Administration manager: responsible for documentation of tasks to contractor, supplier and vendors</p> <p>Blessing ; Responsible for working on designs for each apartments, selecting colors themes and stories, accessories and other related items for</p>	

	each apartment kira : professional interior decorator comes in towards the last part of the project to add professional touch of designs to the apartments Obinna : Site / Technical supervisor Mr Olaniyi Boye: Legal practitioner Mr Jide : contractor and builder of the project	
Project budget	200 Million	
Stakeholders	project owner / client/ sponsor Project manager Architect Contractors Civil Engineers Mechanical Engineers Electrical Engineers Plumbing engineers Suppliers / vendors local authorities Insurance companies End users legal advisors.	High risk Low Medium High High High High High Medium Low Low Low low
Milestone	Approval and permit	24th April-17th May 2024
	Demolition, construction and reconstruction and of structure	20th May-28th June 2024
	Electrical,plumbing, tiling and POP works and furniture works	1st July -27th September

		3024
	Painting, installation of doors,cabinets and all finishing works	2nd Oct-22nd Oct 2024
	Cleaning and fumigation	23rd Oct-1st Nov 2024
	Installation of appliances and interior works	4th Nov-22nd Nov 2024
	Quality control and inspection	25th Nov-27th Nov 2024
	Handing over of project	29th Nov 2024

PLANNING PHASE

Work Breakdown Structure

PROJECT SCHEDULE DEVELOPMENT

The project task will be broken down into 4 phases which are:

1. Pre construction phase
2. Demolition phase
3. Construction / Structural phase
4. Post construction phase

PRE CONSTRUCTION PHASE

- SITE INSPECTION AND PLANNING

1.1 The site consist of a letter 7 shaped building with 2 wings (labeled wing A and wing B) of 2 story building, on each floor is 3 bedroom flat on each

wing, total of 6 bedroom flats, there is also a gym house located in the front of the building by the right side of the site towards wing A, there is also a swimming pool by the side of the gym house, beside it is also a generator house (which house the big generator) and security house. Towards the left side is the smaller generator plant and beside it is the diesel tank. Next to the diesel tank is the parking lot which can accommodate about 15 cars and right is the main building (letter 7 shaped building. The exterior floor is designed with interlock bricks. Each flat consists of a living room, dining area, visitor's toilet, 3 bedrooms(all rooms ensuite), a kitchen (all tiled) and a walkway area that leads from the living room to the bedrooms. All master bedrooms have POP ceiling while the other areas of the flats does not have POP. For easy assessment, we label the flat 1-6

Ground floor right wing = flat 1

Ground floor left wing = flat 2

First floor right wing = flat 3

First floor left wing = flat 4

Second floor right wing= flat 5

Second floor left wing= flat 6

Behind each flat is a small waiting room and a boys quarters that contains a small room with a toilet and bathroom.

1.2 ARCHITECTURAL DESIGN

The 3 bedroom flats will be converted to smaller flat units. Flat 1 will be converted to 1 unit of 2 bedroom flat and 1 unit of 1 bedroom flat. The living room will be the new space for the 1 bedroom flat, the space will be demarcated into 2 to get a living room and bedroom, a side of the wall in the living room will be designed to be used as an open kitchen, while the visitors's toilet will be readjusted to be made toilet and bathroom for the 1 bedroom apartment. This will be named Apartment 2

For the 2 bedroom flat, One of the bedrooms that has its wall facing the balcony will be the new living room, the wall by the balcony area will be broken to allow for a new door installation which will be the entrance to the apartment, its toilet will be the new visitor's toilet, the existing kitchen remains the kitchen and the remaining 2 rooms remains as they were. This is named Apartment 1. The waiting room will be named Meeting room, while the boys quarter will be named Apartment 3.

Flat 2 will be converted to 2 units of 1 bedroom flat, 1 studio apartment and a cinema. The living room will be divided into two in a ratio of 2:1, the larger portion will be the Cinema, the smaller portion will be the new studio apartment, the visitor's toilet will be readjusted to be the studio toilet bathroom and toilet. The walkway from the living room will be closed, also the door to the kitchen from the previous living room will be closed, this is called Apartment 6. The kitchen becomes the living room to another apartment, the door that leads to the walkway from the kitchen will be closed and that side becomes an open kitchen, a door will be created by the kitchen store to link the masters bedroom, the exit door from the kitchen to the back of the flat becomes the entrance to the apartment, this apartment is named apartment 5, the room whose window is facing the parking lot will be the living room for another 1 bedroom flat, while the walkway leads to the bedroom, this is called Apartment 4.

Flat 3 will be converted into 1 unit of 1 bedroom flat and 1 unit of 2 bedroom flat. The living room will be the new space for the 1 bedroom flat, the space will be demarcated into 2 to get a living room and bedroom, a side of the wall in the living room will be designed to be used as an open kitchen, while the visitors's toilet will be readjusted to be made toilet and bathroom for the 1 bedroom apartment. This will be named Apartment 8. For the 2 bedroom flat, One of the bedrooms that has its wall facing the balcony will be the new living room, the wall by the balcony area will be broken to allow for a new door installation which will be the entrance to the apartment, its toilet will be the new visitor's toilet, the existing kitchen remains the kitchen and the remaining 2 rooms remains as they were. This is named Apartment 7. The waiting room will be linked to the boys quarters

by taking down the wall that separates the waiting room and the boys quarters, this is called apartment 9.

Flat 4 will be converted to 1 unit of 2 bedroom flats, 1 unit of 1 bedroom flat, and 1 unit of studio apartment. The living room will be divided into two, in the ratio 2:1, the smaller portion will be the new studio apartment, the visitor's toilet will be readjusted to be the bathroom and toilet, the entrance to the kitchen from the previous living room will be closed, this is called Apartment 12, the larger part of the previous living room will be living room to the new 2 bedroom unit, the living room links directly to the 2 bedrooms from the walkway by the living room, this is called Apartment 10, the previous kitchen becomes the living room to the 1 bedroom flat, the door that links the kitchen will be blocked and that area becomes an open kitchen to the apartment, the store becomes the walkway to the bedroom and another door is created to link the bedroom, the previous exit door from the kitchen that leads to the back balcony becomes the new entrance to the apartment, this is called Apartment 11.

Flat 5 will be left same way it is, no conversion will be done here it remains a 3 bedroom flat, this is called apartment 13

Flat 6 will be left the same way it is, no conversion will be done and it will be occupied by the sponsor/ project client, this flat is exempted from the renovation work as it will be contracted to a private designer to furnish to the client's taste.

Our focus for this project is flat 1-5 i.e apartment 1-13 as analyzed above and also the exterior.

1.3 PERMITTING AND APPROVALS

Renovation permit was requested from the Lagos State Planning and Physical Planning Permit Authority according to Lagos State Government Laws. The documents that was presented for the renovation permit are;

- An as-built drawing showing the proposed alteration superimposed on the existing design

- A copy of the previous building plan
- A letter of structural stability and indemnity
- A Non Destructive Test report

After the permit was granted, it was taken to Lagos State Building Control Agency (LASBCA) to inspect the site, after these steps, permission was granted for the renovation

1.4 BUDGETING AND COST ESTIMATION

PARTICULARS		AMOUNT
Demolition and alteration		1,000,000
New Doors		3,500,0000
Electrical fittings		3,600,000
Tiling		10,000,000
Sanitary fittings and plumbing		15,000,000
Screeding and painting		4,500,000
Kitchen cabinets		9,500,000
Reverse Osmosis		3,000,000
Ceiling POP		6,500,000
TV consoles		3,000,000
External works		18,000,000
furnitures		12,000,000
Lights		6,500,000
Installation of air conditioners		3,000,000

DSTV and dish installation		2,000,000
CCTV installation		2,000,000
Internet		1,000,000
Fire alarms system and smoke detector		2,000,000
Smart locks for doors		2,000,000
Oven,microwave,hob,heat protector		10,000,000
Refrigerators		12,000,000
Washing machines		5,000,000
Televisions		8,000,000
Air Conditioners		17,000,000
Curtains,day blind, day & night blind		5,000,000
Beddings (duvets, bedsheet, pillow covers etc)		4,000,000
Mattress and pillows		2,500,000
Interior decorations		10,000,000
Electric kettles, blender, etc		2,000,000
Kitchen utensils		5,000,000
Team salaries		5,000,000
Miscellaneous		20,000,000

DEMOLITION PHASE-

- Demolition of some walls to allow new doors for entrance
- Removal of all kitchen furnitures
- Removal of existing switches, sockets, light fixtures and conduits
- Removal of toilets, sinks, showers, and faucets
- Removal of door handles and locks
- Removal of all existing kitchen tiles
- Removal of all bathroom/ toilet tiles
- Waste removal and disposal
- Site preparation and cleaning

NB: All living room tiles, bedrooms tiles, walkway tiles, and wardrobes will be retained, also all toilets and washing hand basins will be re used.

Risk identification

- Uncontrolled collapse of untouched building part
- Falling of debris from walls and floors
- Airborne dust
- Environmental pollution
- Accidents from the usage of operating machines

Risk management

- Compliance with building codes and environmental regulations
- Ensuring all workers wear proper personal protective equipment which includes helmets, gloves, eye protection and nose mask
- Ensure the use of harnesses, safety nets and scaffolding to protect workers working at heights.
- Restrict access areas to where demolition is taking place.
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CONSTRUCTION/ STRUCTURAL PHASE

MASONRY WORKS-

- To achieve the architectural design from the conversion of 6 units of 3 bedroom flats to 14 units of apartments as stated in the pre construction phase
- 2 units of 3 bedroom apartments to be constructed (apartment 13 and 14) each apartment to have a separate kitchen, all

bedrooms ensuite, and allow recess on a side of the bathroom walls, visitors toilet to be tiled from wall to floor.

- 3 units of 2 bedroom apartments to be constructed (apartment 1, apart 7 and apartment 10). Apartment 1 and 7 to have separate kitchens and visitor's toilet while apartment 10 to have an open kitchen, no visitor's toilet for apartment 10, all bedrooms ensuite and allow recess on a side of the wall in the bathroom
- 5 units of 1 bedroom apartment to be constructed with an open kitchen, all bedrooms ensuite, allow recess on a side of the bathroom wall
- 4 units of studio to be constructed with an open recess on a side of the wall
- Plastering of all new walls
- New doors and windows to be constructed where applicable
- Cinema to be constructed
- Construction of a shade to cover swimming pool machine

Risk identification

- Material handling risk
- Weather conditions
- Incorrect measurements

Risk management

- Adhering to safety protocols
- Implementing protective equipment usage
- Material storage plan
- Regular inspection of works
- Weather monitoring
- Double check measurements

CEILING/ POP WORKS

- Installation of POP on all living room ceilings and allow recess for robe light and allow curtain gap around window area for curtain and dayblind
- Installation of pop on all bedrooms ceiling and allow recess for robe light and allow curtain gap around window area for curtain and day blind
- Installation of POP on bathroom ceiling and allow recess for robe light
- Create spots for electrical wiring on ceiling for spotlights in the bathroom
- Create spots for electrical wiring on the ceiling for center lights and spotlights in the living room, bedrooms, dining area, and walkway area.

Risk identification

- Poor quality of materials
- Unqualified labor
- Electrical hazard
- Delay in timeline

Risk management

- Sourcing high quality of materials
- Ensuring to hire professionals to handle the job
- Marking of all all electrical points clearly and having an electrician review the area before and after POP installation

ELECTRICAL WORK

- Inspection of existing wiring to check the need for replacement
- Upgrade distribution panel to handle additional load from new appliances and systems
- Replace old or damaged wiring with copper wiring for safety
- Replace old light fixtures LED lighting
- Allow wiring for Installation of new lighting; center lights for living room and bedrooms, wall brackets for living room and bedrooms, drop lights for dining area, and drop light for walkway areas
- Allow wiring for installation of bedside light in apartment 2, apartment 8 and apartment 10

- Allow wiring for mirror lights in all bathrooms
- Allow wiring for installation of Spotlights on ceiling POP for all living room, bedrooms, walkway area, kitchens, and bathrooms.
- Allow wiring for installation of Robe lights in all ceiling POP
- Allow wiring for installation of mirror lights in all bedrooms
- Allow wiring for installation of
- Allow wiring for installation of dropping lights on all corridors
- Allow wiring for installation of spotlights on stairway ceiling
- Allow wiring for installation of light by stairs
- Allow wiring for heat extractors and other kitchen appliances i.e microwave, oven, refrigerator, washing machine, gas hob, etc
- Allow wiring for television
- Change all existing sockets to new ones (black color with USB port)
- Allow wiring for new sockets where applicable
- Change all exterior security lights
- Allow lighting around swimming pool area
- Allow lighting inside cabana
- Allow installation of all electrical works in the cinema
- Installation of electrical wiring for DStv cable
- Installation of electrical wiring for CCTV
- Installation of electrical wiring for Telecom
- Installation of wiring for Internet
- All wiring for DSTV, CCTV, telecom, and internet to be channeled to the control room by the manager's office
- Installation of electrical wiring for fire alarm system
- Installation of wiring for smoke detectors
- Installation or wiring and piping for AC's

Risk identification

- Failure to identify hazards that could lead to accident
- Untrained or unprofessional electrician may not follow safety protocols
- Electrical sparks which can ignite flammable materials

Risk management

- Performing thorough risk assessment before starting electrical work
- Ensure flammable materials are stored away from work area
- Ensuring all electricians are certified and trained electrical safety protocols

PLUMBING WORKS 14 WEEKS

- Inspection of existing pipes to check the need for replacement
- Addressing existing leaks and blockages
- Water pressure regulation
- Making sure all drainage systems are functioning correctly
- Installation of bathroom and kitchen fixtures
- Installation of water heaters
- Allow piping for washing machines
- Installation of showers, taps and faucet (All black)
- Ensuring a proper balance and temperature control by inspecting and repairing hot and cold water lines
- Allow rerouting of gas lines to corridor
- Installation of water filtration system

Risk identification

- Contact between water and electrical systems can lead to electrocution
- Improper installation of pipe can cause leaks or flooding

Risk management

- Being cautious around electrical systems when working with water
- Testing all joints and connections
- Testing new installation for leaks before finalizing

FURNITURE WORKS 13 WEEKS

- Construct new cabinets for all kitchen
- Construction of all living room sofas
- Construction of beds for all bedrooms
- Construction of all TV consoles
- Construction of center tables for living room

- Construction of washing hand basin cubicles
- Fixing all faulty wardrobes
- Fixing doors and handles
- Fixing of smart locks on external doors

Risk identification

- Improper measurements

Risk management

- Ensuring proper measurements of all furnitures

TILING WORKS 6 WEEKS

- Install new tiles in all bathrooms walls and floors
- Install new tiles in all kitchen walls and floor

FINISHING WORKS 3 WEEKS

- Screeding of all new walls
- Painting of all apartments according to the decided colors by the interior designer
- Painting of all corridors
- Painting of stairways
- Painting of External walls of the building
- Making of all curtains for living room and bedrooms
- Purchase of all materials for curtain installation
- Making of all duvet, bedsheet, duvet covers, pillow covers for all bedrooms

PLAN FOR INTERIOR DESIGN

Apartments	Color Theme	paint Color	Sofa color	Bed color	Curtain Color	Kitchen Cabinet	Tiles color	TV console	Beddings	wardrobe
1	Black and white	white	Black	black	black	black	black	black	black & white	white
2	beige & burnt orange	Off white	burnt orange	beige	beige	wooden color	beige	beige & chocolate	burnt orange	off white

3	cream & mint	Off white	cream	cream	mint	off white	off white	cream	mint	off white
4	cream & burnt orange	off white	cream	burnt orange	burnt orange	wooden color	off white	off white	cream	off white
5	gray & navy blue	white	gray	gray	navy blue	gray	gray	gray	navy blue	white
6	dark green & yellow	white	yellow	dark green	dark green	white	white	white	white	white
7	cream & dark onyx	white	dark onyx	cream	dark onyx	white	gray	dark onyx	gray	white
8	light gray & light green	white	light gray	light green	light green	white	white	white	white	white
9	light gray & sphere	white	sphere	sphere	sphere	white	white	white	white	white
10	ivory & burnt orange	off white	ivory	burnt orange	ivory	off white	off white	off white	burnt orange	off white
11	dark purple	off white	purple	off white	dark purple	off white	off white	off white	dark purple	off white
12	white & oxblood	white	oxblood	white	oxblood	white	white	white	oxblood	white
13	dark brown & cream	off white	dark brown	dark brown	dark brown	wooden color	off white	wooden color	dark brown	off white
Cinema	Dark gray	dark gray					black			
Gym	Dark blue	dark blue	dark blue							

POST CONSTRUCTION PHASE

- Addressing issues where necessary
- Removal of scaffolding and machineries
- Deep cleaning of floors, windows and surfaces
- Removal of all construction residues
- Testing of all plumbing,electrical, fire alarms, to ensure functionality

- Installation of all light fittings
- Installation of all kitchen cabinets
- Fixing of all electrical appliances
- Installation of curtains, day and night blind, day blind and curtain accessories
- Arrangement of furnitures in all apartments
- Placing signage of apartment numbers by the doors
- Decorations of apartments by the interior decorator
- Providing client with as built drawings, warranties, and necessary documentation for future upkeep
- Conduction a walkthrough with client to review completed work

TASK DEPENDENCIES

- Approval of permits before demolition begins
- Removal of all fixtures and fittings before demolition of unwanted walls
- Masonry works to be done after demolition
- Ceiling POP to be installed before electrical work to allow for electrical wiring of lights inside the POP
- Electrical works to be done simultaneously with plumbing works
- Tiling to be done after plumbing works
- Screeding of walls comes after all construction works
- Paintings comes after screeding

MILESTONES

TASKS	DURATION	START DATE	END DATE	DELIVERABLES
Permit and approval	4 weeks	24th April	17th May	
Demolition	1 week	20th May	24th May	permit
Masonry work	4 weeks	27th May	29th June	demolition

Inspection	1 day	1st July		
Ceiling POP	3 weeks	2nd July	22nd July	Masonry work
Electricals	7 weeks	8th July	30th August	Ceiling POP
Plumbing	7 weeks	15th July	30th august	
Inspection	1 day	31st Aug		
Tiling	4 weeks	3rd Sep	27th Sep	plumbing
screeding	1 week	2nd Oct	9th Oct	
Painting	2 weeks	4th Oct	18th Oct	screeding
Inspection	1 day	19th Oct		
Cleaning and fumigation	1 week	23rd Oct	1st Nov	
Installation of furnitures and fixtures	1 week	4th Nov	8th Nov	Cleaning and fumigation
Installation of curtains	1 week	11th Nov	15th Nov	
Interior decoration	2 weeks	11th Nov	22nd Nov	
Inspection	1 week	25th Nov	27th Nov	
Handover			27th Nov	

EXECUTION PHASE

Project tasks to be carried out according to work schedule and scope as planned in the WBS

COMMUNICATION PLAN

- Daily check up with team members on updates and work progress via whatsapp
- Virtual meetings with team members via google meet twice weekly i.e Mondays and Fridays where each team members gives update on their roles, where risk and issues are identified and solutions are contemplated on, procurement processes are discussed, ongoing works are reviewed
- Daily collaboration with administrative manager on Microsoft Project to analyze daily schedule and keeping track of work progress
- Daily

RESOURCE ALLOCATION

Project phase	Task	Resources
Planning and permit	Define scope,perform site assessment,set budget,create initial designs and obtain necessary permit	Project manager,architect,structural engineer,estimator
Demolition	Removal of unwanted structures	Demolition crew, waste disposal service
Structural work	Replace and create new structures	Structural engineer,construction crew,concrete,mason
Plumbing and electrical	Install plumbing and	Licensed plumber,

	electrical systems	certified electrician, equipments eg pipes, wires, ducts
Tiling	Install all tiles	Tile installer, tiles, cement
screeding	Smoothen all walls	Screeder, screening paints
Painting	Paint all walls	Painter, paints
Cleaning and fumigation	Perform a through site cleanup, ensuring property is in a move in condition and fumigate all rooms and exteriors	Cleaning crew, waste disposal project manager
Installation of furnitures and fixtures	Installation of all furnitures	Project manager, woods, lights
Installation of curtains	Installation of curtains and day blind	Interior decorator, project managers, curtains, rods
Interior decoration	Adding final touches to apartments	Interior decorator, decorative pieces, mirrors, art works

PROCUREMENT AND CONTRACT

The procurement of materials and services is decided by the client to be handled by a building contractor Mr Jide of Easywat Nigeria Limited, Mr Jide charged 18,500,000 for all exterior and interworks excluding finishing designs that will be handled by the interior decorator

The external works is stated and agreed as follows:

EXTERIOR WORKS FOR ONIRU BUILDING PROJECT

SWIMMING POOL

1. Changing the bulbs.
2. Fixing the swimming pool machine.
3. Fixing the faulty tiles and washing the tiles.
4. Treating of the swimming pool water.
5. Installation of a water fall.

GENERATOR HOUSE

1. Checking the strength of the gen house (it's foundation also).
2. Raising the diesel tank on top the gen house.
3. Cleaning the gen house.
4. Repairing/Replacing the small gen.
5. Repainting or spraying the Gen.

ELECTRICITY/LIGHTING

1. Changing of bulbs for the fence, security lights (in and out), security pool.
2. Fixing the lights on the stairs and walkways.
3. Repair of Security wires.
4. Trunking of external cables/wires.

GYM HOUSE

1. Changing of bulbs and sockets.
2. Repainting of the gym house.
3. Installation of AC in the gym house.
4. Cleaning of the glass slide entrance.
5. Maintenance of the gym house toilets.

STAIRCASE

1. Changing the staircase rails.
2. Fixing the "PLEASE DO NOT TOUCH THE WALLS" card and "NO SMOKING" Cards.
3. Cleaning the deep edges of the staircase on ground floor.
4. Putting of art works and flowers along the stairs.
5. Decorating the steps.

BOREHOLE/WATER

1. Treatment of the water (Reverse osmosis).
2. Fixing/construction of the drainage system for the borehole and around the house.
3. Maintenance of the overhead storage tank.
4. Fixing of tap locks around the compound.

GENERAL COMPOUND

1. Repainting of the exterior of the building.
2. Painting of the fence, gate, gym house and security house.
3. Re-fixing of spoilt interlocks around the compound.
4. Remarking of parking lots.
5. Changing of old shades and putting new ones around the compound.
6. Repair of rooftop drainage pipes.
7. Fumigation of the entire compound and rooms.
8. Putting lines for hanging clothes around.
9. Repair of the security house toilets.
10. Barricading of the first floor wing A for privacy of the different occupants.
11. Barricading of borehole area.
12. Laying of green rugs or mat on areas of the compound leading to different rooms behind the building.
13. Electrical wiring for center and reading lights on the corridors along the staircases.

The Payment plan was agreed on 50% to be released to kick start the work, 20% to be released when 50% of the work has been done and 30% to be released upon completion of all tasks.

INTERNAL WORKS

KITCHENS

1. 3 fully fitted kitchens with tiling up to down (apt 1,7,13)
2. Cabinets with marble work top, pot racks, plate and spoon racks
3. Cabinets for washing machine, fridge, microwave
4. Sinks

5. Waste bin integrated into the cabinet
6. 9 open kitchens with cabinets and marble work top (Apartments 2, 4,5,6,8,9,10,11,12).
7. A kitchen table (Apartment 3)

B. TOILETS

1. White Water cisterns with bidet
2. Black shower heads (11 conduit showers and 8 ceiling showers)
3. Toilet Roll holder
4. Shower niche recess inside the walls
5. Shower cubicle
6. Rope lights
7. Wash hand basins
8. Water heaters with their timer switches
9. Extractors
10. Mirrors with rope lights
11. Tiling of the walls and floor top to down
12. Towel holder/ hanger

C. BEDROOMS

1. Switches and sockets
2. New Wardrobes for apartment 2, 8,9
3. Hanger for apartment 3

4. Moves the wardrobe in apartment 9 to apartment 6
5. Revamp already existing wardrobes (14 in number)

D. LIVING ROOM

1. Tv Consoles
2. Fixing of Sockets and switches (with USB ports)

D. GENERAL works

1. Completion of all electrical wiring
2. AC wiring and piping (4 indoors and 1 outdoors, 3 indoors and one outdoors, 2 way)
3. Air Conditioners installation
4. General plumbing maintenance
5. Door installations:
 - a. Build 3 new doors for toilets
 - b. Build 3 new external doors (metal security doors)
 - c. Fix and revamp 53 existing doors (with new locks, painting and spraying all doors black)
6. Completing all plaster works on the entrances and living rooms
7. Painting the different apartments
8. Fixing of lights (spot lights, Centre lights, wall lights and rope lights)
9. Tiling of other affected areas in the different apartments
- 10. Managers office:**

- a. Blocking of all water and drainage pipes in the bathroom area.
 - b. Tiling of the floor and plastering of the walls
 - c. Repainting of the walls and burglary proof.
 - d. Revamping of the doors
- 11. Connecting all external waste pipes for toilets and kitchen.
 - 12. Connecting water supply for the various kitchens and bathrooms
 - 13. Fixing of Sockets and switches (**with USB ports**)
 - 14. POP works:
 - a. Completion of remaining new Pop works
 - b. Maintenance of existing pop and putting curtains gaps in them.
 - c. Screeding and painting of all POP ceilings
 - 15. Repainting of all burglary proofs.
 - 16. Fixing of window hoods, window nets and burglary proofs (for 3 new windows).
 - 17. Lifting of the GP tank
 - 18. Spraying of diesel tank
 - 19. Installation of RO machine for the water system

Cost

Parties agree that this project shall be completely carried out at the cost of N49,022,000.00 (forty-nine million, twenty-two thousand naira) which shall be paid in the following milestones:

- a. 50% upon mobilization
- b. 20% of contract sum upon attaining 50% work delivery
- c. 28% of contract sum upon attaining 70% milestone
- d. 2% of the contract sum upon satisfactory completion and delivery on contract objective.

MANAGEMENT OF PROCUREMENT AND CONTRACT

- To oversee all procurement of materials
- To oversee all services
- To ensure all works meets project specifications
- To ensure funds are disbursed at agreed intervals

MONITORING AND CONTROL PHASE

- Track and control project scope via Microsoft project
- Physically inspect project work on a regular basis and make corrections where applicable
- Monitor cost and performance schedule
- Testing to ensure all deliverables meets quality standards
- Keeping track of stakeholders engagement

CLOSING

- To verify that all task and deliverable meets the project requirement
- Perform final inspection with client to ensure all renovation meets standards
- Close out contracts with vendors and contractors ensuring all balances are paid.

LESSON LEARNED

1. I learnt to consider delays and to allocate extra time for it when planning and scheduling
2. I learnt to properly analyze tasks to contractors / vendors and ensure everyone understands what is expected of them before making financial commitments
3. I learnt to always crosscheck tasks handled by team members before giving approvals
4. I learnt to not be too friendly with contractors/ vendors so they don't see it as an avenue to get over familiarized and not do their jobs properly
5. I learnt that no mistakes should be overlooked at any point in the project
6. I learnt that issues should be immediately rectified and not be left to pile up
7. I learnt not to use sentiment to disburse funds if the agreed work percentage done is not accomplished
8. I learnt to pay attention to every details especially in design
9. I learnt to make sure the team members are at the top of their games and to not allow personal issues to affect the project.
10. I learnt to get the client's approval of satisfaction at each stage before moving on to the next phase
11. I learnt that designs should be clearly sketched out and well understood by the parties involved (especially kitchen cabinets by considering the appliances needed in each apartment beforehand.