

Project Plan

Stages

Stages	Results
Stage 1 – Project Kick-off	Project starts
Stage 2 – Architectural Design	Floor plans and design documents
Stage 3 – Site Preparation	Levelled site
Stage 4 - Foundation	Strong and stable base
Stage 5 – Structural work	Framework of the building
Stage 6 – Roofing	Roof structure
Stage 7 - Finishing	2-bedroom bungalow
Stage 8 – Finalization and Handover	Official completion and transfer

Stage Plan

Stage 1 – Project Kick-off

Objective

- Align all stakeholders on project goals, scope and expectations
- Establish communication flow

Key Activities

- Schedule and hold a kick-off meeting
- Present project scope, objectives, timeline, and deliverables
- Address risks, constraints and assumptions
- Address communication pattern and tools
- Hiring of team members, laborers, engineers and technicians

Deliverables

- Kick-off meetings
- Updated project schedule
- Contact list and communication plan
- Confirmed client's alignment
- Concluded hiring process

Duration

3 days

Parties Involved

- Project Manager
- Client

Criteria for Success

- Client's alignment

- Clear understanding of project's scope and plan
- Scope statement signatory
- All technicians, engineers and laborers have been hired

Stage 2 – Architectural Design

Objective

Develop detailed architectural designs that align with project scope, client's needs, building codes and site conditions.

Key Activities

- Gather client's requirements and site analysis
- Prepare conceptual design options
- Review regulations and codes
- Develop schematic designs
- Conduct design reviews with client
- Finalize detailed architectural drawing

Deliverables

- Concept designs
- Final architectural drawings
- Design approval

Duration

7 days

Parties Involved

- Architect (lead)
- Project manager
- Client
- Structural engineer

Criteria for Success

- Approved design by the client and Engineers
- Compliance with codes and regulations
- Alignment with budget

Stage 3 - Site Preparation

Objective

To prepare the construction site for foundational work by clearing, leveling, securing and equipping it with necessary temporary structures and utilities

Key Activities

- Conduct soil survey

- Clear grasses
- Level the land
- Setting out the building footprint
- Install temporary fencing, signage and storage

Deliverables

- Cleared and levelled site
- Temporary facilities installed
- Soil test report
- Site layout markings
- Safety and security measures in place

Duration

2 weeks

Parties Involved

- Site Engineer
- Surveyor
- Geotechnical Engineer
- Laborers and Equipment operators

Criteria for Success

- Site is ready for foundation work
- Temporary facilities successfully installed
- No safety incidents during preparation
- Site is accessible, secure and clearly marked

Stage 4 - Foundation

Objective

To construct a strong and stable base that supports the structural load of the bungalow, in line with approved architectural and structural designs.

Key Activities

- Excavate trenches according to layout
- Pouring of blinding concrete
- Adding reinforcement
- Installation of formwork
- Pouring of concrete on the footing and foundation walls
- Backfill around the foundation

Deliverables

- Completed and cured foundation
- Reinforcement of concrete work inspected and approved
- Backfilled trenches

- Site ready for block work

Duration

2 weeks

Parties Involved

- Laborers
- Structural Engineer
- Site engineer

Criteria for Success

- Foundation meets structural and quality specifications
- No cracks or settlement
- Completed within budget and time
- Inspection sign off from engineer or authority

Stage 5 – Structural Work

Objectives

To erect the walls of the bungalow, ensuring structural stability and alignment with approved structural designs

Key Activities

- Construct walls up to roof level
- Install lintels and bond beams
- Install columns
- Integrate electrical and plumbing conduit within walls
- Structural inspections at key stages

Deliverables

- Completed blockwork
- Lintels, beams and columns in place
- Electrical and plumbing conduits within walls

Duration

5 weeks

Parties Involved

- Site Engineer
- Structural engineer
- Laborers

Criteria for Success

- Structural integrity confirmed by engineer
- No defects (cracks, misalignment e.t.c)

- All embedded services correctly positioned
- Completed within time and budget

Stage 6 - Roofing

Objective

To install a durable and weather-resistant roof that protects the structure and enable safe internal works

Key Activities

- Erection of roof structure
- Installation of roofing sheets
- Fixing of ridge caps, flashings, and fascia boards
- Gutter and downpipe installation
- Site inspection and quality checks

Deliverables

- Fully installed and inspected roofing system
- Drainage components in place
- Safe and weatherproof internal environment

Duration

3 weeks

Parties Involved

- Roofing subcontractors
- Site engineer

Criteria for Success

- Roof structure is stable and aligned
- Roofing meets specifications
- All components are securely fixed and aesthetically sound
- Passed safety and quality standards

Stage 7 - Finishing

Objective

To complete the interior and exterior works, enhancing the building's aesthetics, functionality, and livability

Key Activities

- Plastering, screeding and painting (internal and external)
- Tiling

- Ceiling installation and painting
- Electrical and plumbing installations
- Installation of doors and windows

Deliverables

- Fully painted and plastered walls
- Fully installed and painted ceiling
- Installed doors and windows
- Functional electrical and plumbing systems
- Interior spaces for use

Duration

5 weeks

Parties Involved

- Subcontractors (painters, tilers, carpenters)
- Site engineer

Criteria for Success

- High quality finishes following design standards
- All fittings and fixtures are functional
- Final inspection approved

Stage 8 – Finalization and Handover

Objective

To complete all outstanding tasks, ensure project quality, and formally transfer the completed building to the client.

Key Activities

- Conduct final site walkthrough and inspections
- Resolve any defects or pending work
- Final cleaning and site cleaning
- Client orientation and handover briefing
- Formal handover with sign-off

Deliverables

- Completed a defect free building
- Handover documents
- Signed handover report
- Client satisfaction confirmation

Duration

2 weeks

Parties Involved

- Project manager
- Client
- All relevant subcontractors (as needed)

Criteria for Success

- All deliverables accepted by the client
- Zero defect at handover
- Client signs off on final documents
- Building is ready for use