

Brynn Miller | Srishti Gupta | Melissa Simpson | Raymond Nwanety | Ryan Jarboa

**Team 4**

***Distribution Center Relocation Project***





# Projects Considered:

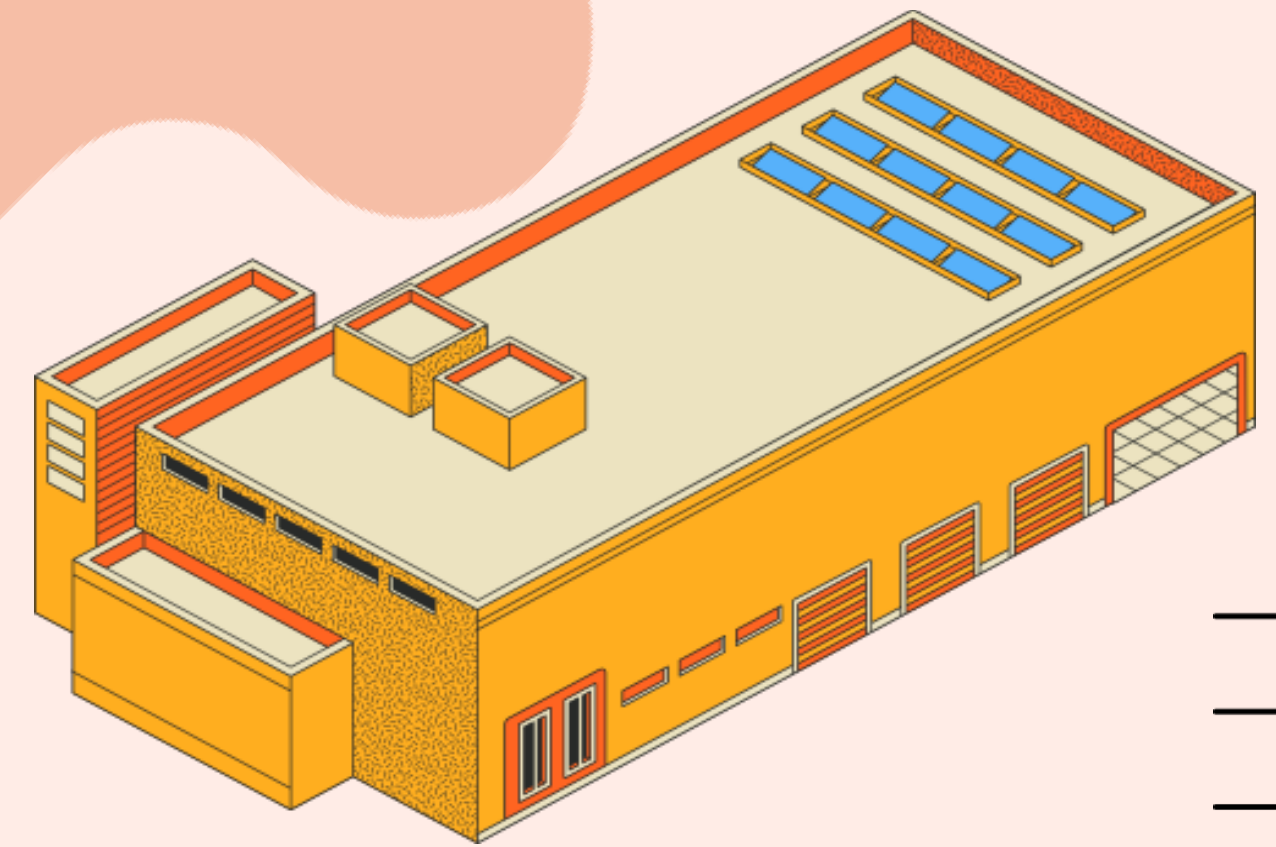
Project Priority Matrix (0=Low, 5=High)

Projects	Operational Efficiency	Cost Savings	Revenue Growth	Urgency	Total Score
Distribution center relocation Project	4	2	4	4	14
Fleet Modernization Project	3	4	2	4	13
Integrated Information System Project	4	2	2	4	12
Delivery Route Optimization Project	3	3	2	4	12
Customer Acquisition Project	2	1	5	3	11

# 2



## Relocation Project



- **Project Overview:**

- Relocation from the main distribution center in the congested urban center of Washington D.C. to two new cutting-edge facilities in Northern Virginia (NOVA) and Maryland (MD).

- **Project Objective**

- To enhance DeliveryCorps' operational efficiency and expand service reach by relocating the current single distribution center in DC to two strategically positioned centers in NOVA and MD, reducing delivery times and costs due to DC traffic congestion, and ensuring faster and more efficient deliveries by April 2025

- **Expected Outcomes:**

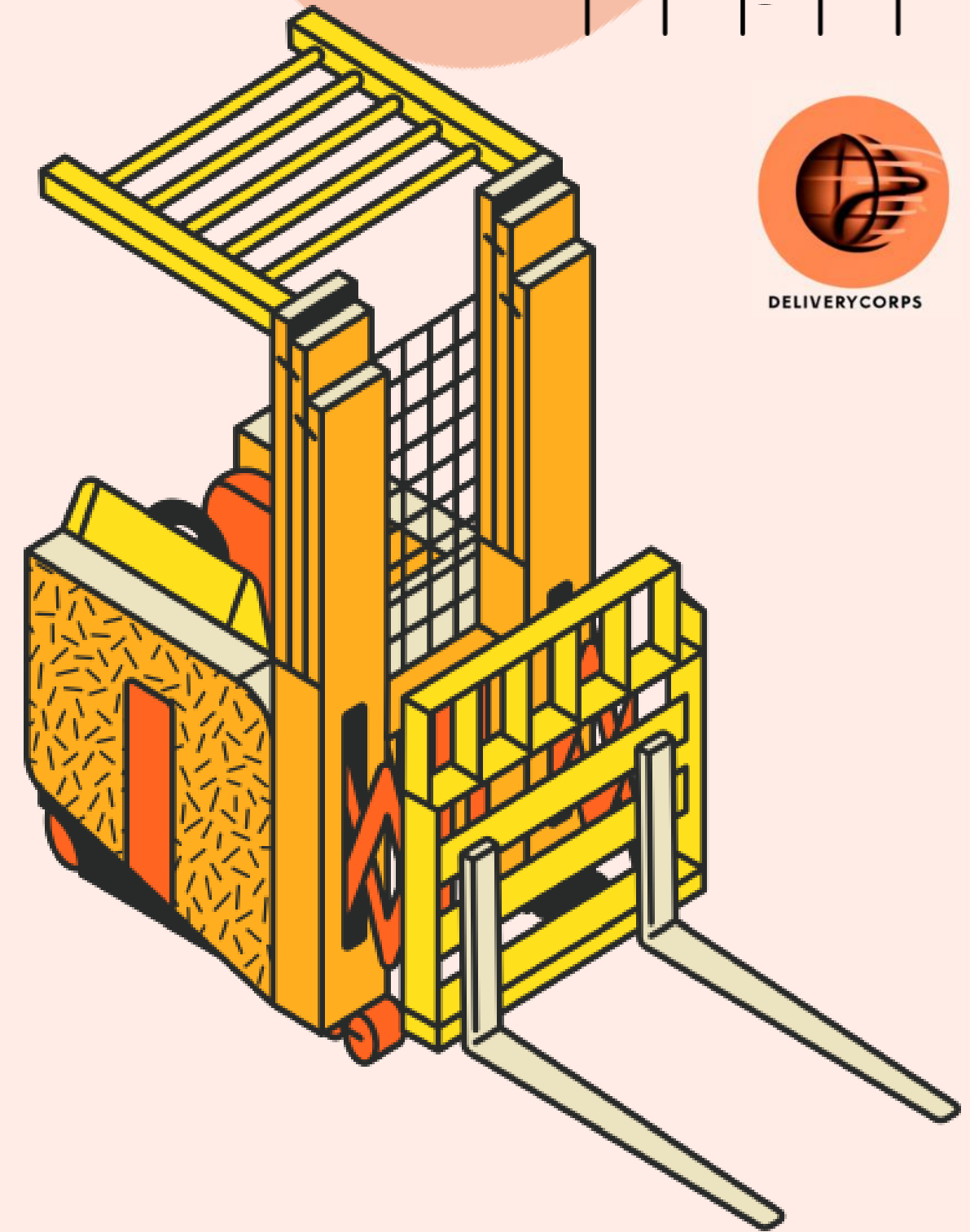
- Improvement in system-wide efficiency by 20% and a boost in customer satisfaction ratings by 30%, thanks to reduced lead times and a more agile response capacity.

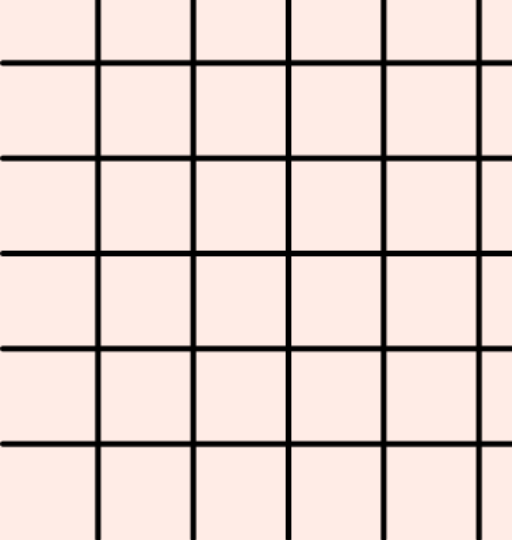
# 3

## Scope of the Distribution Center Relocation Project:

### Key Deliverables:

- Sale of the existing distribution center in Washington D.C.
- Acquisition and renovation of new facilities in NOVA and MD.
- Seamless transfer of operations and inventory to the new locations.
- Implementation of upgraded logistics and safety protocols to match the new operational demands.
- Comprehensive training and support for all staff affected by the relocation.





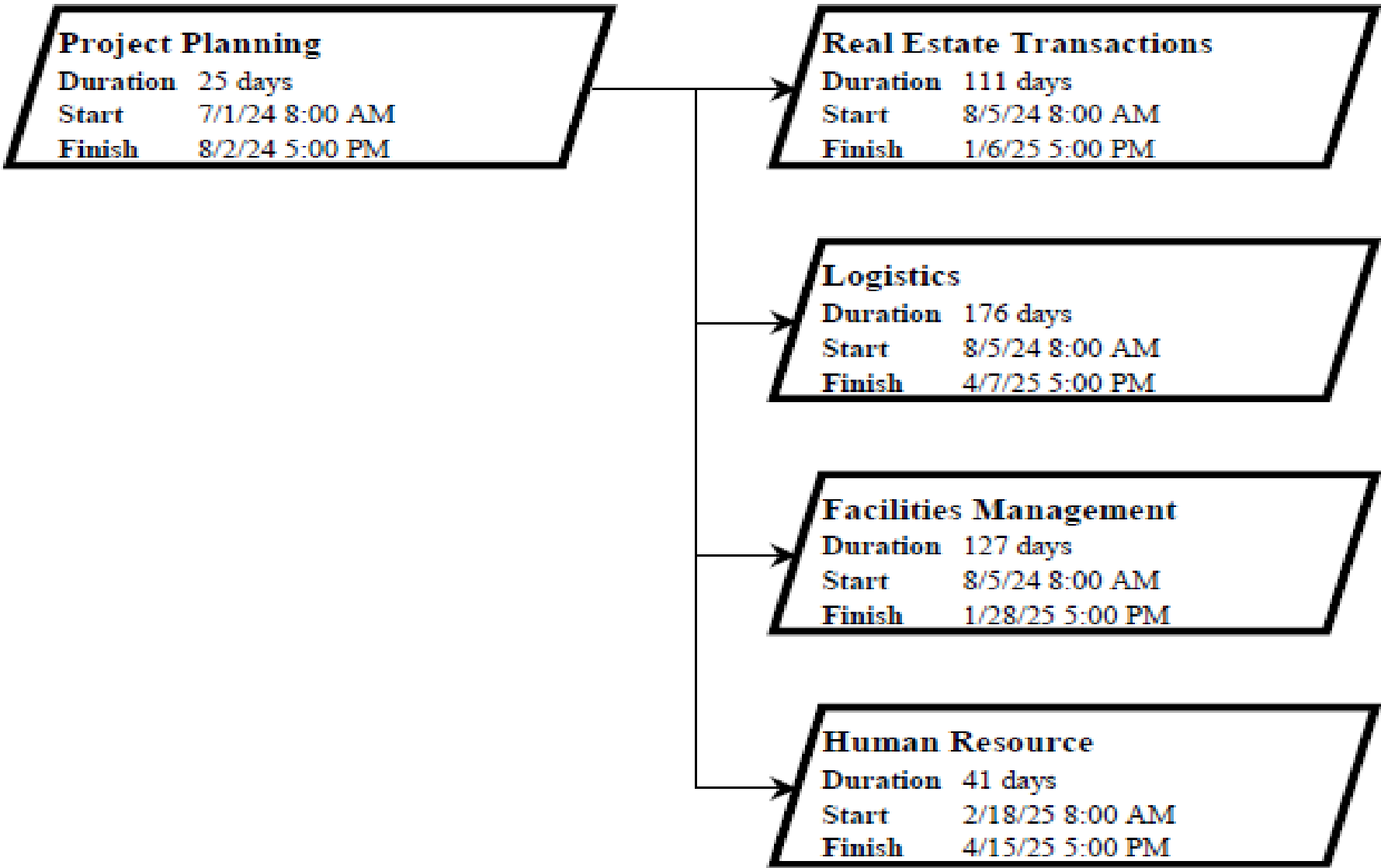
Name	Start	Finish	Manager	Status Date	Cost	Work
Team 4	7/1/24 8:00 AM	4/15/25 5:00 PM	Ryan Jarboa	6/12/24 5:00 PM	\$7373802.82	7,263.904 hours





- Project Milestones

- The relocation process is structured into several phases, each with specific tasks and timelines, ensuring a seamless transition with minimal operational disruption.




- Project Summary Details:

- Total Budget: \$7,373,803
- Timeline:
  - Start: July 1, 2024
  - End: April 15, 2025
  - Duration: 288 Days
  - Hours Worked: 7,264 Hours



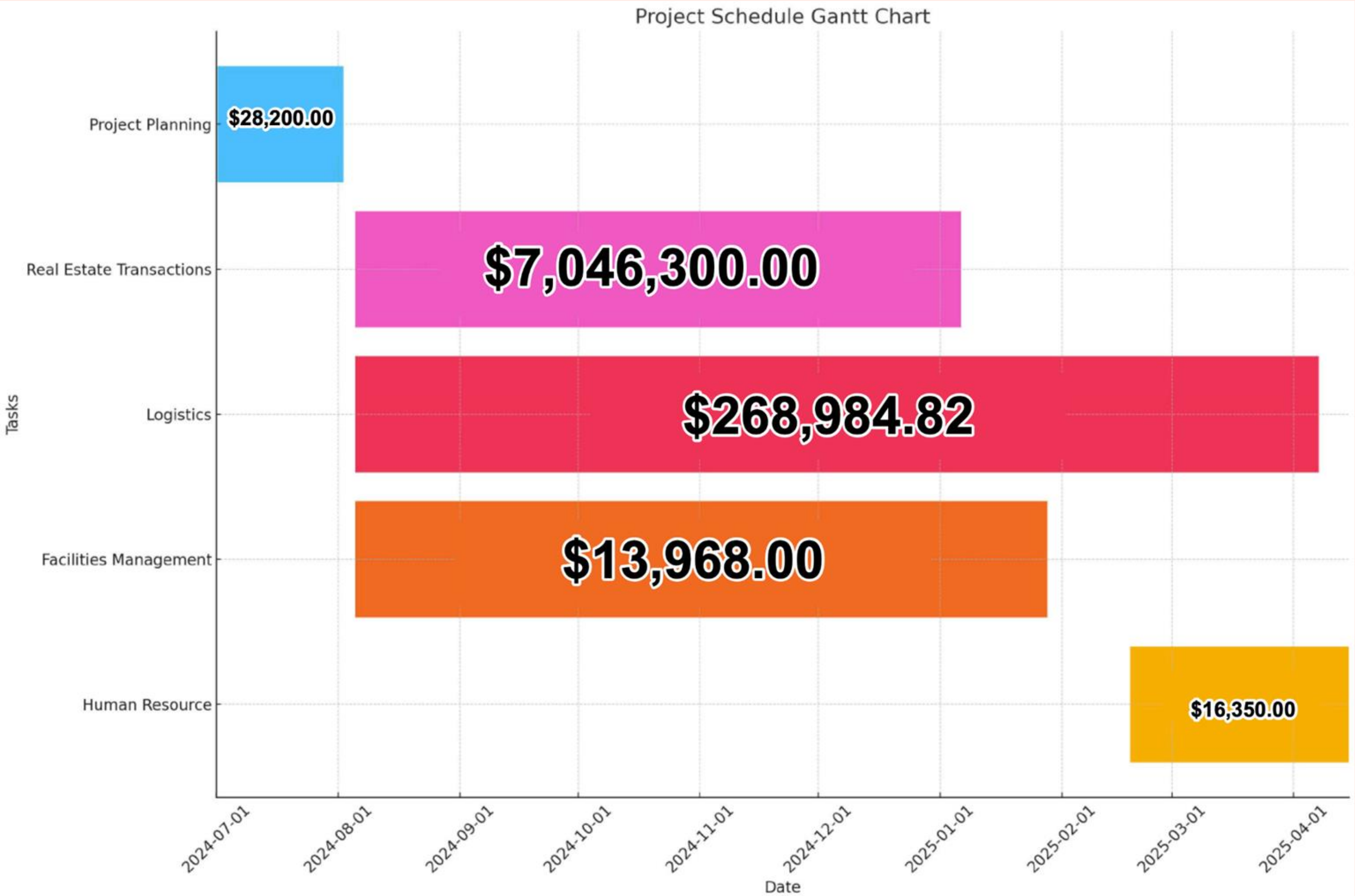
		Name	Duration	Start	Finish	Cost	Predecessors
1		Project Planning	25 days	7/1/24 8:00 ...	8/2/24 5:00 ...	\$28200.00	
2		Gather Information	7 days	7/1/24 8:00 ...	7/9/24 5:00 ...	\$8300.00	
3		Stakeholder Analysis	2 days	7/1/24 8:00 AM	7/2/24 5:00 PM	\$1200.00	
4		Define Objectives/Goals	7 days	7/1/24 8:00 AM	7/9/24 5:00 PM	\$3500.00	
5		Financial Analysis NPV/ROI	3 days	7/1/24 8:00 AM	7/3/24 5:00 PM	\$1800.00	
6		Identify Potential Risks	3 days	7/1/24 8:00 AM	7/3/24 5:00 PM	\$1800.00	
7		Define Scope	10 days	7/10/24 8:0...	7/23/24 5:0...	\$6600.00	2
8		Determine Budget	10 days	7/10/24 8:00 ...	7/23/24 5:00 ...	\$3000.00	
9		Determine Resources	3 days	7/10/24 8:00 ...	7/12/24 5:00 ...	\$1800.00	
10		Determine Timeline	3 days	7/10/24 8:00 ...	7/12/24 5:00 ...	\$1800.00	
11		Management Plans	8 days	7/24/24 8:0...	8/2/24 5:00 ...	\$13300.00	7
12		Create Risk Management Plan	5 days	7/24/24 8:00 ...	7/30/24 5:00 ...	\$3000.00	
13		Create Stakeholder Engagement Plan	7 days	7/24/24 8:00 ...	8/1/24 5:00 PM	\$3100.00	
14		Create RACI	8 days	7/24/24 8:00 ...	8/2/24 5:00 PM	\$2400.00	
15		Financial Management Plan	4 days	7/24/24 8:00 ...	7/29/24 5:00 ...	\$2400.00	
16		Create Gaant Chart & Schedule Resources	4 days	7/24/24 8:00 ...	7/29/24 5:00 ...	\$2400.00	
17		Real Estate Transactions	111 days	8/5/24 8:00 ...	1/6/25 5:00 ...	\$7046300.00	1
18		Sale of Current Distribution Center	64 days	8/5/24 8:00 ...	10/31/24 5:...	\$453000.00	
19		Hire Real Estate Agent	3 days	8/5/24 8:00 AM	8/7/24 5:00 PM	\$1800.00	
20		List Property For Sale	5 days	8/8/24 8:00 AM	8/14/24 5:00 ...	\$0.00	19
21		Review Offers	5 days	8/15/24 8:00 ...	8/21/24 5:00 ...	\$750.00	20
22		Negotiate Offers	3 days	8/22/24 8:00 ...	8/26/24 5:00 ...	\$450.00	21
23		Buyer Inspection	3 days	8/27/24 8:00 ...	8/29/24 5:00 ...	\$0.00	22
24		Close Sale Agreement	45 days	8/30/24 8:00 ...	10/31/24 5:0...	\$450000.00	23
25		Purchase of new Distribution Centers	111 days	8/5/24 8:00 ...	1/6/25 5:00 ...	\$6593300.00	
26		Identify Location Requirements	5 days	8/5/24 8:00 AM	8/9/24 5:00 PM	\$3000.00	
27		Identify Potential Locations	30 days	8/12/24 8:00 ...	9/20/24 5:00 ...	\$10800.00	19;26
28		Evaluate Potential Locations	10 days	9/23/24 8:00 ...	10/4/24 5:00 ...	\$6000.00	27
29		Determine Property Value	10 days	10/7/24 8:00 ...	10/18/24 5:0...	\$8000.00	28
30		Make Offers	5 days	10/21/24 8:0...	10/25/24 5:0...	\$750.00	29
31		Negotiate Offers	3 days	10/28/24 8:0...	10/30/24 5:0...	\$450.00	30
32		Final Inspection	3 days	10/31/24 8:0...	11/4/24 5:00 ...	\$1800.00	31
33		Close Purchase agreement	45 days	11/5/24 8:00 ...	1/6/25 5:00 PM	\$6562500.00	32
34		Logistics	176 days	8/5/24 8:00 ...	4/7/25 5:00 ...	\$268984.82	
35		Orgnize current inventory, equipment, and other items in facil...	141 days	8/5/24 8:00 ...	2/17/25 5:0...	\$129000.00	
36		Create a list of what will be transferred to which new facility & what w...	5 days	8/5/24 8:00 AM	8/9/24 5:00 PM	\$1500.00	1
37		Create disposal plan for items that will not be moved	5 days	8/5/24 8:00 AM	8/9/24 5:00 PM	\$1500.00	1
38		Prepare/ pack items that will be transferred and label properly	30 days	1/7/25 8:00 AM	2/17/25 5:00 ...	\$126000.00	30;33
39		Coordinate moving company	116 days	8/5/24 8:00 ...	1/13/25 5:0...	\$19984.82	



		Name	Duration	Start	Finish	Cost	Predecessors
40		Research companies in the area and collect quotes	3 days	8/5/24 8:00 AM	8/7/24 5:00 PM	\$720.00	1
41		Select a company based on quality, availability, ability and experience ...	4 days	8/8/24 8:00 AM	8/13/24 5:00 ...	\$754.83	40
42		Contract selected moving company	5 days	8/14/24 8:00 ...	8/20/24 5:00 ...	\$1200.00	41
43		Coordinate date(s) for move	5 days	8/21/24 8:00 ...	8/27/24 5:00 ...	\$1949.99	42
44		Actual Move	4 days	1/8/25 8:00 AM	1/13/25 5:00 ...	\$15360.00	50;51
45		<b>Prepare new facilities to to begin operations</b>	<b>60 days</b>	<b>1/14/25 8:0...</b>	<b>4/7/25 5:00 ...</b>	<b>\$120000.00</b>	
46		Check that all items from original facility have been moved to the corr...	60 days	1/14/25 8:00 ...	4/7/25 5:00 PM	\$120000.00	44;50;51
47		<b>Facilities Management</b>	<b>127 days</b>	<b>8/5/24 8:00 ...</b>	<b>1/28/25 5:0...</b>	<b>\$13968.00</b>	
48		<b>Assess Facility Design and Layout</b>	<b>112 days</b>	<b>8/5/24 8:00 ...</b>	<b>1/7/25 5:00 ...</b>	<b>\$7200.00</b>	
49		Old Facility Assessment - Assess key areas of warehouse layout (Stor...	2 days	8/5/24 8:00 AM	8/6/24 5:00 PM	\$3600.00	1
50		Facility #1 Assessment - Assess key areas of warehouse layout (Stor...	1 day	1/7/25 8:00 AM	1/7/25 5:00 PM	\$1800.00	30;33
51		Facility #2 Assessment - Assess key areas of warehouse layout (Stor...	1 day	1/7/25 8:00 AM	1/7/25 5:00 PM	\$1800.00	30;33
52		<b>Leases, Permits, Building Codes and Safety Procedures</b>	<b>10 days</b>	<b>1/8/25 8:00 ...</b>	<b>1/21/25 5:0...</b>	<b>\$3768.00</b>	
53		Initiate building code enforcement process work	7 days	1/8/25 8:00 AM	1/16/25 5:00 ...	\$2268.00	50;51
54		Obtain licenses or permits	10 days	1/8/25 8:00 AM	1/21/25 5:00 ...	\$1500.00	50;51
55		<b>Address and Supplier Coordination</b>	<b>5 days</b>	<b>1/22/25 8:0...</b>	<b>1/28/25 5:0...</b>	<b>\$3000.00</b>	
56		Coordinating with suppliers on new location	5 days	1/22/25 8:00 ...	1/28/25 5:00 ...	\$1500.00	53;54
57		Coordinating with other organizations on new location	5 days	1/22/25 8:00 ...	1/28/25 5:00 ...	\$1500.00	53;54
58		<b>Human Resource</b>	<b>41 days</b>	<b>2/18/25 8:0...</b>	<b>4/15/25 5:0...</b>	<b>\$16350.00</b>	
59		<b>Staff Transition and Relocation Support</b>	<b>30 days</b>	<b>2/18/25 8:0...</b>	<b>3/31/25 5:0...</b>	<b>\$13500.00</b>	
60		Develop a comprehensive transition plan.	10 days	2/18/25 8:00 ...	3/3/25 5:00 PM	\$4500.00	38
61		Provide tailored relocation training.	4 days	3/4/25 8:00 AM	3/7/25 5:00 PM	\$1800.00	60
62		Coordinate seamless staff relocation logistics.	8 days	3/10/25 8:00 ...	3/19/25 5:00 ...	\$3600.00	61
63		culture and Team Building Initiative at both facilities	8 days	3/20/25 8:00 ...	3/31/25 5:00 ...	\$3600.00	62
64		<b>Internal Stakeholder Engagement and Communications</b>	<b>11 days</b>	<b>4/1/25 8:00 ...</b>	<b>4/15/25 5:0...</b>	<b>\$2850.00</b>	
65		Create a robust communication plan.	2 days	4/1/25 8:00 AM	4/2/25 5:00 PM	\$900.00	63
66		Address stakeholder concerns effectively.	7 days	4/3/25 8:00 AM	4/11/25 5:00 ...	\$1050.00	65
67		Solicit feedback for improvement.	2 days	4/14/25 8:00 ...	4/15/25 5:00 ...	\$900.00	66

# Schedule and Budget Allocation

\$7,373,803





# 6

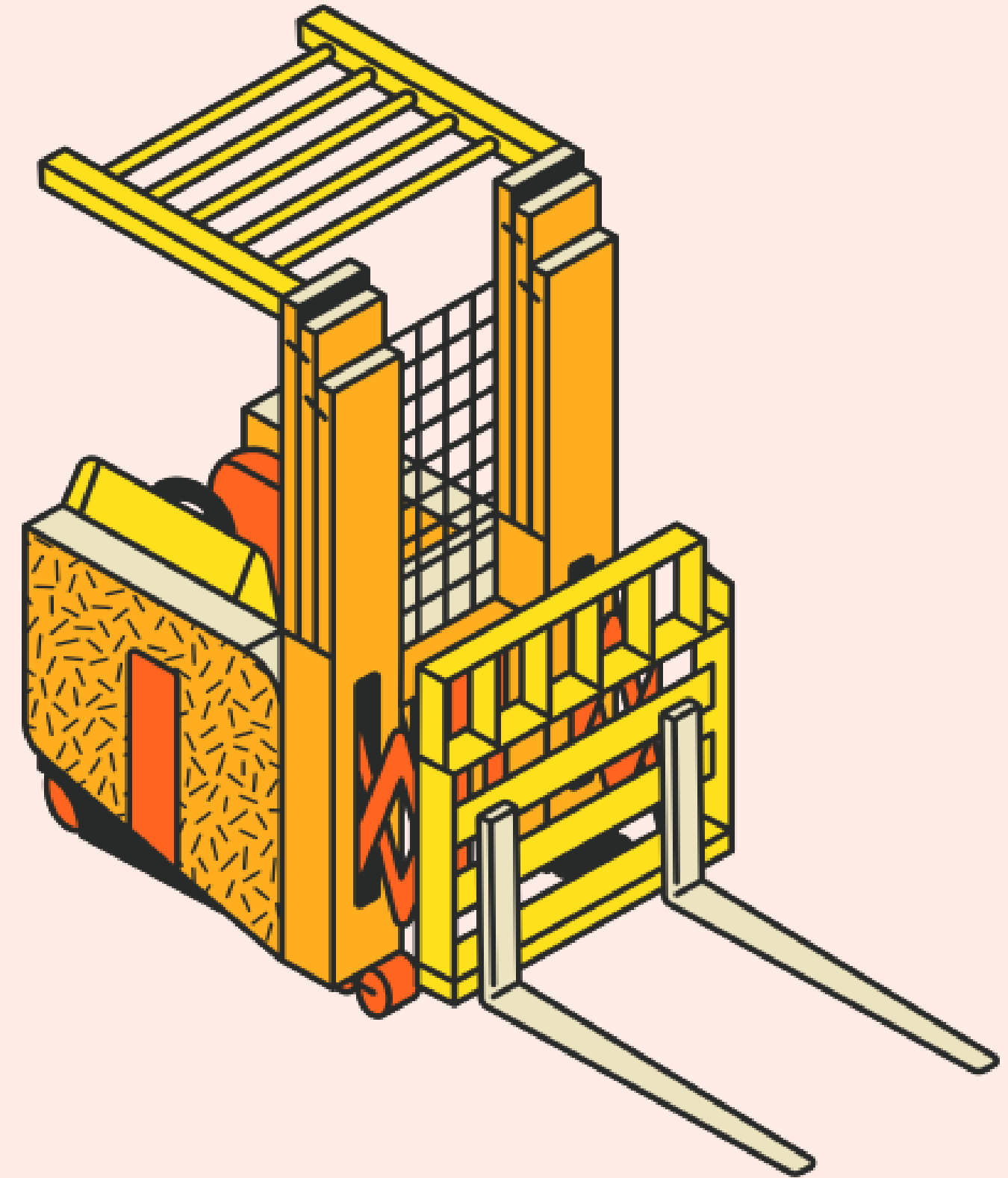
# Risk Analysis and Mitigation Strategies

- **Risks:**

- Delays in Real Estate Transactions
- Cost Overruns in Renovations and Logistics
- Disruption During Transition
- Regulatory Compliance Issues
- Stakeholder Resistance or Dissatisfaction

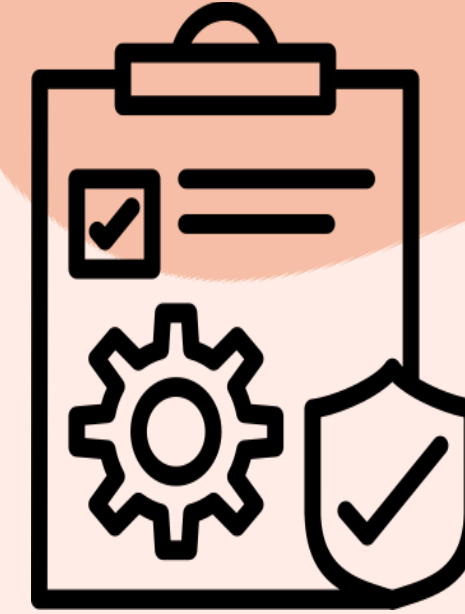
- **Mitigation Strategies:**

- Contingency Planning
- Regular Budget Reviews and Cost Control Measures
- Detailed Transition Planning and Communication
- Early Engagement with Regulatory Bodies
- Proactive Stakeholder Communication and Feedback Mechanisms



# 7

# Conclusion and Path Forward



- **Success Criteria Defined:**

- **Timeline and Budget Adherence:** Complete the relocation by April 15, 2025, within the allocated budget
- **Operational Efficiency:** Achieve reduction in average delivery times
- **Market Expansion:** Increase the customer base, leveraging improved service capabilities and reach.
- **Inventory Management:** Seamless transfer of inventory

- **Strategic Benefits:**

- **Enhanced Customer Satisfaction:** Improved delivery speeds and service reliability
- **Reduced Operational Costs:** Decreased transportation and logistical costs due to proximity to key markets

- **Commitment to Stakeholders:**

- Emphasize the project's alignment with long-term business goals and its expected impact on all stakeholders

# THANK YOU

Thank you for exploring DeliveryCorps and our innovative distribution solutions. We are dedicated to enhancing service efficiency and expanding reach through strategic relocation. Your interest in our logistics optimization is valued. For further inquiries or detailed information, please feel free to reach out.

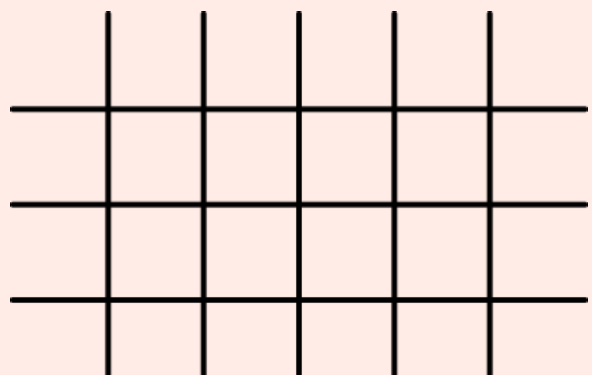
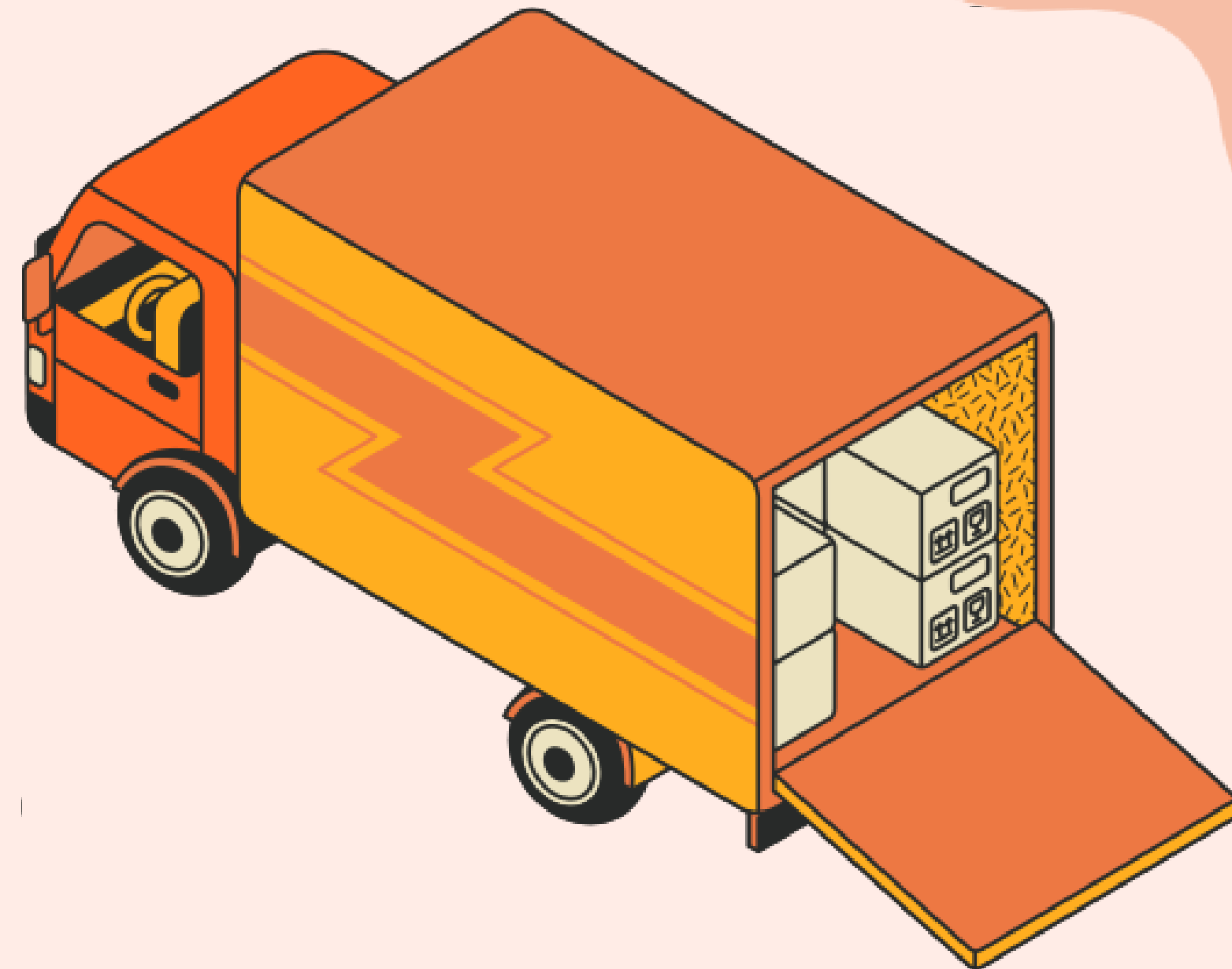
- **Brynn Miller** - Project Manager
- **Srishti Gupta** - Human Resources Manager
- **Melissa Simpson** - Operations Manager
- **Raymond Nwanety** - Logistics Coordinator
- **Ryan Jarboa** - Financial Analyst

## Contact Us:

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**Questions?**