

**Project Team 4**  
**BUSI785**  
**June 4, 2024**

## **Week #2 Scope Management Exercise**


### **Part I. Project Objective Statement:**

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 March 2025.

### **Part II. Project Details:**

The Distribution Center Relocation Project focuses on enhancing DeliveryCorps' operational efficiency and service reach by relocating from a centralized distribution center in DC to two new centers in Northern VA and MD. Deliverables include selling the existing center, purchasing two new centers, renovating and setting up of the new facilities, transferring operations and inventory, implementing updated logistics and safety protocols, and providing staff training and relocation support. The milestones are project kickoff on July 1, 2024, identification of new sites by July 15, listing of the current center by August 15, purchase new sites by December 1, sale completion by January 15 2025, renovation and operational transfer by January 31 2025, and project closeout by March 31, 2025. The project team comprises Brynn and Mel, who will manage project planning, logistics, safety compliance, and inventory planning; Ryan, who will handle real estate transactions; Ray, who will oversee facilities management; and Srishti, who will manage HR matters. Basic requirements include efficient execution of the sale and purchase processes, strategic site selection, minimal transition disruption, regulatory and safety compliance, and effective stakeholder communication. Limits and exclusions involve no changes to core business operations outside relocation, exclusion of major upgrades beyond basic renovation, and no new technology system development. Success criteria encompass completing the relocation within the set timeline and budget, reducing delivery times by at least 20%, expanding the customer base by 15%, transferring inventory with no significant losses, and receiving positive feedback from staff and stakeholders regarding the relocation process.

### **Part III. WBS:**

- 1 **Project Planning**
  - 1.1 Gather Information 
    - 1.1.1 Stakeholder Analysis
    - 1.1.2 Define Objectives/Goals
    - 1.1.3 Determine NPV/ROI
    - 1.1.4 Identify Potential Risks
  - 1.2 Define Scope
    - 1.2.1 Determine Budget
    - 1.2.2 Determine Resources
    - 1.2.3 Determine Timeline
  - 1.3 Management Plans
    - 1.3.1 Determine Risk Management Plan
    - 1.3.2 Determine Stakeholder Engagement Plan
    - 1.3.3 Determine RACI
    - 1.3.4 Financial Management Plan
  - 1.3.5 Create Gaant Chart & Schedule Resources
- 2 **Real Estate Transactions**
  - 2.1 Sale of Current Distribution Center
    - 2.1.1 Hire Real Estate Agent
    - 2.1.2 List Property for Sale
    - 2.1.3 Negotiate and Finalize Sale Agreement
  - 2.2 Purchase of new Distribution Centers
    - 2.2.1 Identify Location Requirements
    - 2.2.2 Identify Potential Locations
    - 2.2.3 Evaluate Potential Locations
    - 2.2.4 Determine Property Value
    - 2.2.5 Finalize Purchase Agreement
- 3 **Logistics**
  - 3.1 Organize current inventory, equipment, and other items in facility
    - 3.1.1 Create a list of what will be transferred to which new facility & what will be disposed
    - 3.1.2 Create disposal plan for items that will not be moved
    - 3.1.3 Preparate/ pack items that will be transferred and label properly
  - 3.2 Coordinate moving company
    - 3.2.1 Research companies in the area and collect quotes
    - 3.2.2 Select a company based on quality, availability, ability and experience carrying out a similar move, and cost
    - 3.2.3 Contract selected moving company
    - 3.2.4 Coordinate date(s) for move
  - 3.3 Prepare new facilities to receive items from original
    - 3.3.1 Ensure all items from the original facility are correctly relocated, undamaged, and ready for operations
- 4 **Facilities Management**
  - 4.1 Assess Facility Design and Layout
    - 4.1.1 Old Facility Assessment - Assess key areas of warehouse layout (Storage, Picking, Packing, and Shipping)
    - 4.1.2 Facility #1 Assessment - Assess key areas of warehouse layout (Storage, Picking, Packing, and Shipping)
    - 4.1.3 Facility #2 Assessment - Assess key areas of warehouse layout (Storage, Picking, Packing, and Shipping)
  - 4.2 Leases, Permits, Building Codes and Safety Procedures
    - 4.2.1 Ensure up to date building codes and safety procedures relevant to the new building.
    - 4.2.2 Obtain proper permitting prior to your move.
  - 4.3 Address and Supplier Coordination
    - 4.3.1 Coordinating with suppliers on new location
    - 4.3.2 Coordinating with other organizations on new location
- 5 **Human Resource**
  - 5.1 Staff Transition and Relocation Support
    - 5.1.1 Develop a comprehensive transition plan.
    - 5.1.2 Provide tailored relocation training.
    - 5.1.3 Coordinate seamless staff relocation logistics.
    - 5.1.4 culture and Team Building Initiative at both facilities
  - 5.2 Internal Stakeholder Engagement and Communications
    - 5.2.1 Create a robust communication plan.
    - 5.2.2 Address stakeholder concerns effectively.
    - 5.2.3 Solicit feedback for improvement.

