**MNGT 202/502**

**NOVEMBER 2021**

**Task Three Answer Template**

|  |  |
| --- | --- |
| **Group number: 53** | |
| **Chairman: Swaraj Patra** | **Secretary: Jothi Basu, Dev Prakash** |

1. Identify the slack in your project **prior** to the change order using the template below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **LET** | **EET** | **Slack** |
| Government Permits | 19/04/22 | 01/11/21 | 117 |
| Bedrock Survey | 19/04/22 | 06/12/21 | 92 |
| Estimation and Budgeting | 19/04/22 | 02/11/21 | 116 |
| Project Scheduling | 05/11/21 | 01/11/21 | 3 |
| Paperwork completion | 19/04/22 | 06/12/21 | 92 |
| Technical Drawings | 19/04/22 | 06/12/21 | 92 |
| Architectural Renderings | 19/04/22 | 06/12/21 | 92 |
| Site Plan Design | 19/04/22 | 06/12/21 | 92 |
| Job Notification | 18/03/22 | 15/11/21 | 86 |
| Screening | 18/03/22 | 15/11/21 | 86 |
| Assessment | 18/03/22 | 15/11/21 | 86 |
| Contract | 18/03/22 | 15/11/21 | 86 |
| Recruitment | 19/04/22 | 15/11/21 | 107 |
| Overseas Transportation | 19/04/22 | 14/11/21 | 108 |
| International Training | 19/04/22 | 14/12/21 | 86 |
| Local workforce Training | 19/04/22 | 14/12/21 | 86 |
| Safety Training | 19/04/22 | 14/12/21 | 86 |
| Training completion | 19/04/22 | 14/12/21 | 86 |
| Specification | 04/04/22 | 03/11/21 | 105 |
| Quotation & Tender Approval | 13/04/22 | 12/11/21 | 105 |
| Issuing PO | 19/04/22 | 17/11/21 | 105 |
| Procurement | 19/04/22 | 17/11/21 | 105 |
| Warehouse | 19/04/22 | 08/04/22 | 5 |
| Inventory Monitoring | 19/04/22 | 13/04/22 | 2 |
| Storage Management | 19/04/22 | 13/04/22 | 2 |
| logistics management | 19/04/22 | 22/12/21 | 81 |
| Awareness Campaign | 10/11/21 | 04/11/21 | 3 |
| Handling Protest Groups | 15/11/21 | 09/11/21 | 3 |
| Social Awareness | 15/11/21 | 09/11/21 | 3 |
| Debris Removal | 03/12/21 | 29/11/21 | 3 |
| Pathways Clearing | 19/04/22 | 29/11/21 | 97 |
| Removal of Prince Stage | 12/04/22 | 08/12/21 | 86 |
| Pollution Monitoring | 19/04/22 | 16/03/22 | 22 |
| Utilities Connection | 19/04/22 | 02/12/21 | 94 |
| Site Preparation | 12/04/22 | 08/12/21 | 86 |
| Isolating worksite | 19/04/22 | 13/12/21 | 86 |
| Installing surveillance cameras | 19/04/22 | 14/12/21 | 86 |
| Security Measures | 19/04/22 | 14/12/21 | 86 |
| Setout | 08/12/21 | 02/12/21 | 3 |
| Excavation | 10/01/22 | 04/01/22 | 3 |
| Concrete | 28/02/22 | 22/02/22 | 3 |
| Foundation | 28/02/22 | 22/02/22 | 3 |
| Walls & Separations | 19/04/22 | 12/04/22 | 3 |
| Doors | 19/04/22 | 12/04/22 | 3 |
| Electrical | 14/04/22 | 12/04/22 | 1 |
| Plumbing | 19/04/22 | 28/03/22 | 14 |
| HVAC & Insulation | 19/04/22 | 23/03/22 | 17 |
| Flooring | 14/04/22 | 12/04/22 | 1 |
| Internal Painting | 14/04/22 | 12/04/22 | 1 |
| Furnishing | 14/04/22 | 12/04/22 | 1 |
| Internal | 14/04/22 | 12/04/22 | 1 |
| Roof | 19/04/22 | 14/04/22 | 1 |
| Windows & Panelling | 19/04/22 | 14/04/22 | 1 |
| External | 19/04/22 | 14/04/22 | 1 |
| Land Scaping | 19/04/22 | 19/04/22 | 0 |
| Taxi Rank & Car parking | 19/04/22 | 12/04/22 | 3 |
| Link Bridge | 13/04/22 | 14/03/22 | 21 |
| Additional Infrastructures | 19/04/22 | 19/04/22 | 0 |
| Debris Removal | 13/04/22 | 14/03/22 | 21 |
| Demobilization | 19/04/22 | 17/03/22 | 21 |
| Decorations | 19/04/22 | 19/04/22 | 0 |
| Project Commission | 19/04/22 | 19/04/22 | 0 |

1. Please submit your **modified** Gantt chart / network diagram showing critical path through the CANVAS upload link.
2. Identify the slack in your project **after** the change order. Using the template below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **LET** | **EET** | **Slack** |
| Government Permits | 19/04/22 | 01/11/21 | 135 |
| Bedrock Survey | 25/02/22 | 06/12/21 | 66 |
| Estimation and Budgeting | 25/02/22 | 02/11/21 | 90 |
| Project Scheduling | 25/02/22 | 01/11/21 | 91 |
| Paperwork completion | 25/02/22 | 06/12/21 | 66 |
| Technical Drawings | 19/04/22 | 06/12/21 | 110 |
| Architectural Renderings | 19/04/22 | 06/12/21 | 110 |
| Site Plan Design | 19/04/22 | 06/12/21 | 0 |
| Job Notification | 24/03/22 | 15/11/21 | 104 |
| Screening | 24/03/22 | 15/11/21 | 104 |
| Assessment | 24/03/22 | 15/11/21 | 104 |
| Contract | 24/03/22 | 15/11/21 | 104 |
| Recruitment | 24/03/22 | 15/11/21 | 104 |
| Overseas Transportation | 13/12/21 | 13/12/21 | 0 |
| Overseas Transportation After | 21/02/22 | 21/02/22 | 0 |
| International Training | 19/04/22 | 14/12/21 | 104 |
| Local workforce Training | 19/04/22 | 14/12/21 | 104 |
| Safety Training | 19/04/22 | 14/12/21 | 104 |
| Training completion | 19/04/22 | 14/12/21 | 104 |
| Specification | 03/12/21 | 03/11/21 | 21 |
| Quotation & Tender Approval | 14/12/21 | 12/11/21 | 21 |
| Issuing PO | 17/12/21 | 17/11/21 | 21 |
| Procurement | 17/12/21 | 17/11/21 | 21 |
| Warehouse | 19/04/22 | 23/03/22 | 21 |
| Inventory Monitoring | 19/04/22 | 26/03/22 | 18 |
| Storage Management | 19/04/22 | 26/03/22 | 18 |
| logistics management | 05/03/22 | 21/02/22 | 10 |
| Awareness Campaign | 01/03/22 | 09/12/21 | 66 |
| Handling Protest Groups | 04/03/22 | 14/12/21 | 66 |
| Social Awareness | 04/03/22 | 14/12/21 | 66 |
| Debris Removal | 21/03/22 | 31/12/21 | 66 |
| Pathways Clearing | 19/04/22 | 31/12/21 | 90 |
| Removal of Prince Stage | 13/04/22 | 10/01/22 | 79 |
| Pollution Monitoring | 19/04/22 | 19/04/22 | 0 |
| Utilities Connection | 13/04/22 | 05/01/22 | 83 |
| Site Preparation | 13/04/22 | 10/01/22 | 79 |
| Isolating worksite | 19/04/22 | 13/01/22 | 79 |
| Installing surveillance cameras | 19/04/22 | 14/01/22 | 79 |
| Security Measures | 19/04/22 | 14/01/22 | 79 |
| Setout | 24/03/22 | 05/01/22 | 66 |
| Excavation | 19/04/22 | 29/01/22 | 66 |
| Concrete | 08/03/22 | 23/02/22 | 10 |
| Foundation | 08/03/22 | 23/02/22 | 10 |
| Walls & Separations | 19/04/22 | 05/04/22 | 10 |
| Doors | 19/04/22 | 05/04/22 | 10 |
| Electrical | 19/04/22 | 05/04/22 | 10 |
| Plumbing | 19/04/22 | 23/03/22 | 21 |
| HVAC & Insulation | 19/04/22 | 19/03/22 | 24 |
| Flooring | 19/04/22 | 08/04/22 | 7 |
| Internal Painting | 19/04/22 | 11/04/22 | 5 |
| Furnishing | 19/04/22 | 11/04/22 | 5 |
| Internal | 19/04/22 | 11/04/22 | 5 |
| Roof | 01/04/22 | 28/03/22 | 3 |
| Windows & Panelling | 19/04/22 | 13/04/22 | 3 |
| External | 19/04/22 | 13/04/22 | 3 |
| Land Scaping | 19/04/22 | 16/04/22 | 1 |
| Taxi Rank & Car parking | 19/04/22 | 05/04/22 | 10 |
| Link Bridge | 14/04/22 | 11/03/22 | 28 |
| Additional Infrastructures | 19/04/22 | 16/04/22 | 1 |
| Debris Removal | 14/04/22 | 11/03/22 | 28 |
| Demobilization | 19/04/22 | 15/03/22 | 28 |
| Decorations | 19/04/22 | 19/04/22 | 0 |
| Project Commission | 19/04/22 | 19/04/22 | 0 |

1. In no more than **200 words** explain what the implications have been on your project from the change order given to you by your client. You need to think about issues such as the slack in your project and your projects critical path.

The work change order due to the natural disaster that struck Liverpool have not affected our project plan on a large scale. Not much construction was done by the time the storm hit the city. One major change that was done in our project was that we have added Saturdays as working which helped us in compensating for the lost time. By adjusting the time allotted for the other tasks, we were able to complete the project without much constrains within the specified time. The main work that was disrupted was the installation of security measures and the worksite Setout and excavation which was rescheduled.

The project was planned in such a way that the project timeline was closely monitored and correlation between tasks were maintained for completing the project within deadline. This has in turn helped in maintaining enough slack time between tasks so that minor interruptions or delays does not affect the whole project. The critical paths were also altered in the change and does not affect the major constructions.

5. Please include here the agenda / minutes for the two team meetings you held as part of this task.

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Offline** (Central Teaching Hub) at **6.00 p.m.** on **02/11/2021 (Tuesday)**

### Agenda

1. General Discussion of task 3
2. Confirm the Project Manager (PM) and Secretary
3. Review of the previous WBS and task material
4. Allocation of future tasks
5. Agree the date, time, and place for the next meeting

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

|  |
| --- |
| **Minutes of the meeting on the 2nd November 2021** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **02/11/2021** |
| **Meeting Topic:** | **Task 3** | **Location:** | **Offline** (Central Teaching Hub) |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **The Project Manager (PM) and Secretary for today’s meeting**

Jose Christy was titled project manager of this week’s task and I ( Jothi Basu Dev Prakash) was named secretary.

* **Creating a plan to complete the task**

Discussed the breakdown of tasks. We discussed about the plan to complete the task and distributed the work individually

* **The next meeting**

The next meeting will be on Monday the 8th November 2021 at 12.00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

|  |  |  |
| --- | --- | --- |
| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| **1.Completing task breakdown** | **ALL** | **08/11/21** |
| 1. **To meet on the set date and time** | **ALL** | **08/11/21** |

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Offline** (Central Teaching Hub) at **12.00 p.m.** on **08/11/2021 (Monday)**

### Agenda

1. Discussion about the new WBS after flood
2. Brainstorming the new time frame for the tasks
3. Allocation of future tasks
4. Agree the date, time, and place for the next meeting

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

|  |
| --- |
| **Minutes of the meeting on the 8th November 2021** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **08/11/2021** |
| **Meeting Topic:** | **Task 3** | **Location:** | **Offline** (Central Teaching Hub) |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **Task breakdown**

The meeting started with the discussion of the new WBS that has to be made after the flood. We were trying to figure out things based on the time frame and work the tasks accordingly to the natural calamity that occurred. We divided the things to be done individually

* **The task breakdown analysis**

The meeting went through with the contributions for the task breakdown by all the team members.  Each one took each part starting from the new WBS, before slack and after slack.

* **The next meeting**

The next meeting will be on Wednesday the 10th November 2021 at 11:00 A.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

|  |  |  |
| --- | --- | --- |
| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| **1.Completing task breakdown** | **ALL** | **10/11/21** |
| 1. **To meet on the set date and time** | **ALL** | **10/11/21** |

*MNGT202/502 Project Management*

**Group 53**

 Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Online (Microsoft Teams)** at **11:00 a.m.** on **10/11/2021 (Wednesday)**

***Agenda***

1. Apologies.

1. Approval of minutes of the previous meeting.

1. Matters arising.

1. Review the progress of previously allocated work for the team members.

1. Work on the time frame of the new WBS tasks after flood.

1. Allocation of future tasks.

1. Agree the date, time, and place for the next meeting.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 9th November 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **10/11/2021** |
| **Meeting Topic:** | **Task 3** | **Location:** | **Microsoft Teams ( Online)** |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony, Sebastian |
|  | Jose, Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **Task Breakdown**

There were few minor corrections while doing EET, LET and Slack. So those things were discussed and done in a perfect manner. The things were allotted accordingly and the description on what the implications have been on our project from the change order given to our client was also done .

* **The next meeting**

The next meeting will be decided after receiving the requirements for task 4.