
PROJECT STATEMENT OF WORK

1.0 BACKGROUND

"PROJECTING" is a growing IT services company expected to have about 200 people by the end of the financial year 2009- 2010. To meet the growing requirement, the company will be leasing a bigger space at MBP, Mahape. A program team has been established to complete the work involved in SELECTING AND LEASING the new office, OFFICE RENOVATION it and MOVING offices from old site to the new site.

The program will involve multiple projects that will share resources and use outputs from other projects. You have been appointed to manage the "OFFICE RENOVATION" project. You're authorised to deploy organizational resources and money and take day to day project decisions. Your project start date is dependent on the "SELECTION AND LEASING" project which has already begun and is well on the way.

The OFFICE RENOVATION will involve necessary civil work, interiors, refurbishing of the new office site. The project manager of SELECTION AND LEASING has informed you that the site will be delivered to your project by 08/JUN/2009.

2.0 PROJECT OBJECTIVES

- Office should be ready for business as usual on 28th August 2009
- The project should complete within the allocated budget of Rs.10,00,000.00

ASSUMPTIONS AND CONSTRAINTS

- Resources from Facilities team will be shared across different projects
- OFFICE RENOVATION start date is dependent on the availability of the new office site
- Facilities and IT team should be available to work on weekends if required

PROJECT REPORTING REQUIREMENTS

- Project review meetings will be conducted every Monday at 11.00 a.m. and will be attended by the Project Manager, Sponsor, Contractor, IT manager and the Facilities Manager
- Only you and the Sponsor have Microsoft Project and can view Project reports. For others you will have to print the reports or send reports in a format they will be able to view.

PROJECT LIFE CYCLE - PHASES

- Contracting
- Designing
- Interior Work Execution
- Cabinet Installation

PROJECT DELIVERABLES

- Contract
- Office Renovation Plan
- New Flooring
- Cabinets
- Painting

MILESTONES

- Site Ready for Renovation [External milestone from SELECTING AND LEASING project]
- Office Renovation Contractor Selected
- Office Renovation Plan Signed-Off
- Civil Work Completed
- Painting Completed
- Cabinets Installed
- Office Renovated and Site Ready

PROJECT APPROACH

- The project manager will come from the Facilities team
- Interior work will be outsourced to an Architect
- T & M contract will be used
- Facilities team will take the key decisions and approve deliverables and authorize payments