



*Project Name :*

**CAFE**



By

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## 1-PROJECT CHARTER

<b>Project Title</b>	Coffee Corner: Establishing and Equipping a Chic Cafe in the Heart of Riyadh, Saudi Arabia	<b>Project Manager</b>	Reema Alharbi
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<b>Project start</b>	01/01/2024	<b>Project Finish</b>	27/07/2024	<b>Project Sponser</b>	Saudi Arabian General Investment Authority (SAGIA)
<b>Project Description :</b>					
<p>The project aims to establish and equip a chic Cafe in the heart of Riyadh, Saudi Arabia, that offers high-quality coffee, snacks, and a cozy atmosphere for customers. The project is aligned with the SAGIA's vision to diversify the economy and promote entrepreneurship and innovation in the country. The project also responds to the growing demand for coffee and social spaces in Riyadh, especially among the young and urban population.</p>					
<b>Project Scope</b>			<b>Deliverables</b>		
<ul style="list-style-type: none"> <li>• <b>The project Scope includes the following :</b> <ul style="list-style-type: none"> <li>▪ Conducting a market research and feasibility study to identify the best location, design, menu, and pricing for the Cafe</li> <li>▪ Securing the necessary permits, licenses, and approvals from the relevant authorities</li> <li>▪ Leasing or purchasing a suitable property in a strategic location in Riyadh</li> <li>▪ Renovating and decorating the property according to the desired theme and style of the cafe</li> <li>▪ Purchasing and installing the required equipment, furniture, and appliances for the Cafe</li> <li>▪ Hiring and training the staff for the café</li> <li>▪ Developing and implementing a marketing and promotion strategy for the Cafe</li> <li>▪ Launching and operating the Cafe</li> </ul> </li> </ul>			<ol style="list-style-type: none"> <li>1. Feasibility Study Report</li> <li>2. Plan Management Document</li> <li>3. Design and decoration of the café</li> <li>4. Café with Equipment, furniture, and inventory</li> <li>5. Cafe launched and marketed</li> </ol>		
<b>Risk</b>			<b>Assumption</b>		

1. market demand for the café s products and services is lower than expected or changes over time. 2. launch and marketing do not attract and retain customers and generate revenue. 3. Café operation faces disruptions, errors, accidents, or losses due to the failure of processes, systems, people, or external events 4. lack of or violation of permits, licenses and approvals	1. The Cafe should have a capacity of at least 50 customers at a time 2. The Cafe should offer a variety of coffee products, such as espresso, cappuccino, latte, mocha, etc., as well as snacks, such as sandwiches, salads, pastries, etc. 3. The Cafe should have a modern and elegant design, with comfortable seating, lighting, and music 4. The Cafe should have a friendly and professional staff, who can provide excellent customer service and quality control
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#### Financial :

The Total estimated budget for our project is \$500000

#### Milestones :

- Milestone 1: Market research and feasibility study completed by January 31, 2024.
- Milestone 2: Permits, licenses, and approvals secured by March 31, 2024.
- Milestone 3: Design and decoration of the cafe completed by June 12, 2024.
- Milestone 4: Equipment, furniture, and inventory purchased and installed by June 25, 2024.
- Milestone 5: Staff hired and trained by July 17, 2024.
- Milestone 6: Cafe launched and marketed by July 18, 2024.

Project Team		Approval committee		
Project Manager	Reema Alharbi	Business Division Head	Munira Aldael	
Team Members	Munira Aldael	Business unit Head	Reema Alharbi	
	Haya Aldosari	Finance Manager	Haya Aldosari	

## **2-PROJECT OBJECTIVES**



The project objectives are as follows:

- To establish and equip a chic Cafe in the heart of Riyadh, Saudi Arabia, by July 30, 2024
- To offer high-quality coffee, snacks, and a cozy atmosphere for customers
- To attract and retain at least 500 customers per day
- To generate at least SAR 100,000 in monthly revenue
- To achieve at least 80% customer satisfaction rate
- To break even within the first year of operation
- To earn at least 15% return on investment within the first three years of operation

## **3-PROJECT LIFE CYCLE**

The project Timeframe is 150 days, starting from 01/01/2024 and ending on 26/07/2024. The project is divided into Four phases includes Defining Phase , Planning Phase , Executing

Phase and Closure phase, each Phase with a set of tasks and subtasks, as shown in the following table:

		Name	Duration	Start	Finish
1		<input type="checkbox"/> Establishing and Equipping a Chic Caf	149.967 days?	1/1/24 8:00 AM	7/26/24 4:44 PM
2		<input type="checkbox"/> Defining Phase	33.667 days?	1/1/24 8:00 AM	2/15/24 2:20 PM
3		determine Goals	3 days?	1/1/24 8:00 AM	1/3/24 5:00 PM
4		Market research and feasibility study	20 days?	1/4/24 8:00 AM	1/31/24 5:00 PM
5		developing charter	4 days?	2/1/24 8:00 AM	2/6/24 5:00 PM
6		Specifications	2.5 days?	2/8/24 8:00 AM	2/12/24 1:00 PM
7		define team and Responsibilities	2 days?	2/12/24 1:00 PM	2/14/24 1:00 PM
8		meeting for submission	0.167 days?	2/15/24 1:00 PM	2/15/24 2:20 PM
9		<input type="checkbox"/> Planning Phase	8.7 days?	2/15/24 2:20 PM	2/28/24 10:56 AM
10		Schedules	2 days?	2/15/24 2:20 PM	2/19/24 2:20 PM
11		estimate Budget	2 days?	2/19/24 2:20 PM	2/21/24 2:20 PM
12		determine Resources	1.5 days?	2/21/24 2:20 PM	2/23/24 9:20 AM
13		identify risks and write strategy	3 days?	2/23/24 9:20 AM	2/28/24 9:20 AM
14		meeting team for approved	0.2 days?	2/28/24 9:20 AM	2/28/24 10:56 AM
15		<input type="checkbox"/> Executing phase	98.6 days?	2/28/24 10:56 AM	7/15/24 4:44 PM
16		Securing permits	15 days?	2/28/24 10:56 AM	3/20/24 10:56 AM
17		licenses, and approvals	19 days?	3/20/24 10:56 AM	4/16/24 10:56 AM
18		Design and decoration of the cafe	38 days?	4/17/24 4:44 PM	6/10/24 4:44 PM
19		set Equipment	10 days?	6/11/24 4:44 PM	6/25/24 4:44 PM
20		set furniture	4 days?	6/25/24 4:44 PM	7/1/24 4:44 PM
21		inventory purchase and installation	6 days?	6/25/24 4:44 PM	7/3/24 4:44 PM
22		Cafe launch and marketing	8 days?	7/3/24 4:44 PM	7/15/24 4:44 PM
23		<input type="checkbox"/> Closure Phase	9 days?	7/15/24 4:44 PM	7/26/24 4:44 PM
24		Staff hiring and training	1.5 days	7/15/24 4:44 PM	7/17/24 11:44 AM
25		Transfer documents	2 days?	7/17/24 11:44 AM	7/19/24 11:44 AM
26		Release resources	2 days	7/19/24 4:44 PM	7/23/24 4:44 PM
27		Lessons learned	3 days?	7/23/24 4:44 PM	7/26/24 4:44 PM
28		Finish	0 days?	7/26/24 4:44 PM	7/26/24 4:44 PM

## 4-PROJECT STAKEHOLDERS

### 3.1 LIST OF STAKEHOLDERS

#### 1. Project sponsor:

The Saudi Arabian General Investment Authority (SAGIA) is the project sponsor who initiates, funds, and approves the project. The project sponsor is the ultimate authority and decision-maker for the project.

## **2. Project manager:**

Reema Alharbi is the project manager who leads and coordinates the project team and activities. The project manager is responsible for planning, executing, monitoring, and closing the project.

## **3. Project team:**

The project team consists of the project team members from different departments, such as market research, legal, design, procurement, HR, and marketing. The project team is responsible for performing the project tasks and delivering the project outputs.

## **4. Project customer:**

The project customer is the group of coffee lovers and professionals in Riyadh who will use the project outputs. The project customer is the main beneficiary and stakeholder of the project.

## **5. Project suppliers:**

The project suppliers are the external parties who provide the project with the necessary equipment, furniture, inventory, and services. The project suppliers are the key partners and collaborators of the project.

## **6. Project competitors:**

The project competitors are the other coffee shops in the downtown area of Riyadh who offer similar or alternative products and services to the project customer. The project competitors are the potential threats and challenges of the project.



## 7. Project regulators:

The project regulators are the governmental and non-governmental entities who set the rules and standards for the project operation and performance. The project regulators are the compliance and quality assurance agents of the project.

### 3.2 STAKEHOLDER MATRIX ANALYSIS

A stakeholder matrix analysis is a tool that helps you identify and prioritize your project stakeholders based on their level of interest and influence. You can use a stakeholder matrix to plan your communication and engagement strategy with each stakeholder group. The following table shows the stakeholder matrix analysis for our project:

Stakeholder	Interest	Influence	Category	Strategy
Project sponsor	High	High	Manage closely	Keep them informed and satisfied with the project progress and outcomes. Seek their approval and support for the project.
Project manager	High	High	Manage closely	Involve them in the project planning and decision-making. Provide them with clear roles and responsibilities. Motivate and empower them to perform well.

<b>Project team members</b>	High	Medium	Keep informed	Communicate the project objectives, scope, schedule, and budget. Assign tasks and responsibilities. Provide feedback and recognition.
<b>Project customer</b>	High	Medium	Keep informed	Conduct market research and feasibility study to understand their needs and preferences. Offer high-quality products and services. Solicit and respond to their feedback and complaints.
<b>Project suppliers</b>	Medium	Medium	Keep satisfied	Communicate the project requirements and specifications. Ensure timely and accurate delivery of goods and services. Pay them fairly and promptly.
<b>Project competitors</b>	Low	Low	Monitor	Analyze their strengths and weaknesses. Identify and exploit your competitive advantage. Anticipate and counter their moves.
<b>Project regulators</b>	Low	High	Keep satisfied	Comply with all the applicable laws, regulations, and standards. Obtain the necessary permits, licenses, and approvals. Report any incidents or violations.
<b>Project community</b>	Low	Low	Monitor	Assess the potential impacts of the project on the local environment and society. Engage and consult with the local stakeholders. Implement mitigation and enhancement measures.

### 3.3 STAKEHOLDER ENGAGEMENT PLAN

A stakeholder engagement plan is a document that describes how you will communicate and interact with your project stakeholders throughout the project lifecycle. It outlines the objectives, methods, frequency, and responsibility of stakeholder engagement. The following table shows the stakeholder engagement plan for our project :

Stakeholder	Objective	Method	Frequency	Responsibility
<b>Project sponsor</b>	To obtain their approval and support for the project.	Meetings, reports, presentations.	Monthly or as needed.	Project manager.
<b>Project manager</b>	To involve them in the project planning and decision-making.	Meetings, emails, phone calls, project management software.	Weekly or as needed.	Project sponsor and project manager.

<b>Project team members</b>	To communicate the project objectives, scope, schedule, and budget.	Meetings, emails, phone calls, project management software.	Weekly or as needed.	Project manager and project team members..
<b>Project customer</b>	To understand their needs and preferences.	Surveys, interviews, focus groups, social media, website.	Before and after the project launch.	Project manager and marketing officer.
<b>Project suppliers</b>	To communicate the project requirements and specifications.	Emails, phone calls, purchase orders, invoices.	As needed.	Project manager and procurement officer.
<b>Project competitors</b>	To analyze their strengths and weaknesses.	Market research, web search, observation, benchmarking.	Before and during the project implementation.	Project manager and marketing officer.
<b>Project regulators</b>	To comply with all the applicable laws, regulations, and standards.	Meetings, emails, phone calls.	As needed.	Project manager and legal officer.
<b>Project community</b>	To assess the potential impacts of the project on the local environment and society.	Meetings, consultations, surveys, newsletters, brochures.	Before and during the project implementation.	Project manager and social and environmental officer.

## 1. ESTABLISHING PROJECT PRIORITIES:

The project priorities are determined by the project sponsor, customer, and manager based on the project objectives and constraints. The project priorities can be classified into three categories: **cost**, **time**, and **performance**. Each category can be assigned one of the following statuses: constrain, enhance, or accept. Constrain means that the category is a fixed requirement that cannot be changed. Enhance means that the category is an optimization criterion that

should be maximized or minimized. Accept means that the category is a trade-off criterion that can be reduced or compromised.

For our project that named Coffee project, possible project priorities are as follows:

#### **4.1 COST: CONSTRAIN.**

The project cost is a fixed requirement that cannot be exceeded. The project budget is \$ 500,000 and the project manager must keep the cost within this limit. Any cost overrun or variance must be avoided or minimized.

#### **4.2 TIME: ENHANCE.**

The project time is an optimization criterion that should be minimized. The project deadline is 26 - 07 - 2024 and the project manager should try to complete the project as soon as possible. Any time saving or acceleration can benefit the project and increase the return on investment.

#### **4.3 PERFORMANCE: ACCEPT.**

The project performance is a trade-off criterion that can be compromised. The project scope and quality are flexible and can be adjusted according to the customer feedback and market demand. Any scope change or quality issue can be accepted or resolved as long as they do not affect the project cost and time.

## **2. ESTIMATED BUDGET:**

The Total estimated budget for our proposed project is \$500000 as follows :

Land  
Cost \$110000.00  
Budget \$0.00

Reema Alharbi as man...  
Cost \$5293.81  
Budget \$0.00

Design team  
Cost \$13557.33  
Budget \$0.00

building Meterial  
Cost \$147000.00  
Budget \$0.00

Legal team  
Cost \$7858.33  
Budget \$0.00

suppliers  
Cost \$5000.00  
Budget \$0.00

Procurement team  
Cost \$51733.33  
Budget \$0.00

installers  
Cost \$0.00  
Budget \$0.00

HR team  
Cost \$40000.00  
Budget \$0.00

Marketing team  
Cost \$9197.33  
Budget \$0.00

Equipment  
Cost \$70000.00  
Budget \$0.00

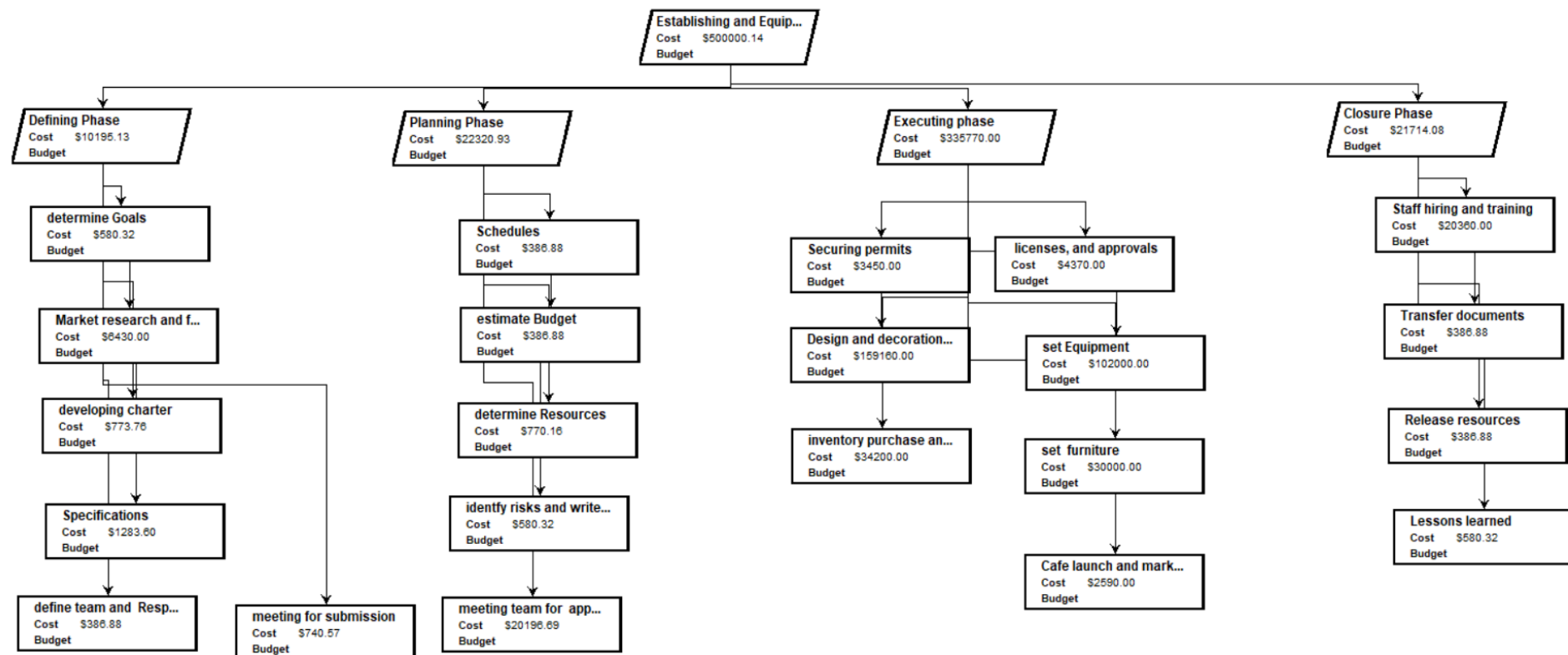
Furniture  
Cost \$30000.00  
Budget \$0.00

Inventory  
Cost \$10000.00  
Budget \$0.00

staff  
Cost \$360.00  
Budget \$0.00

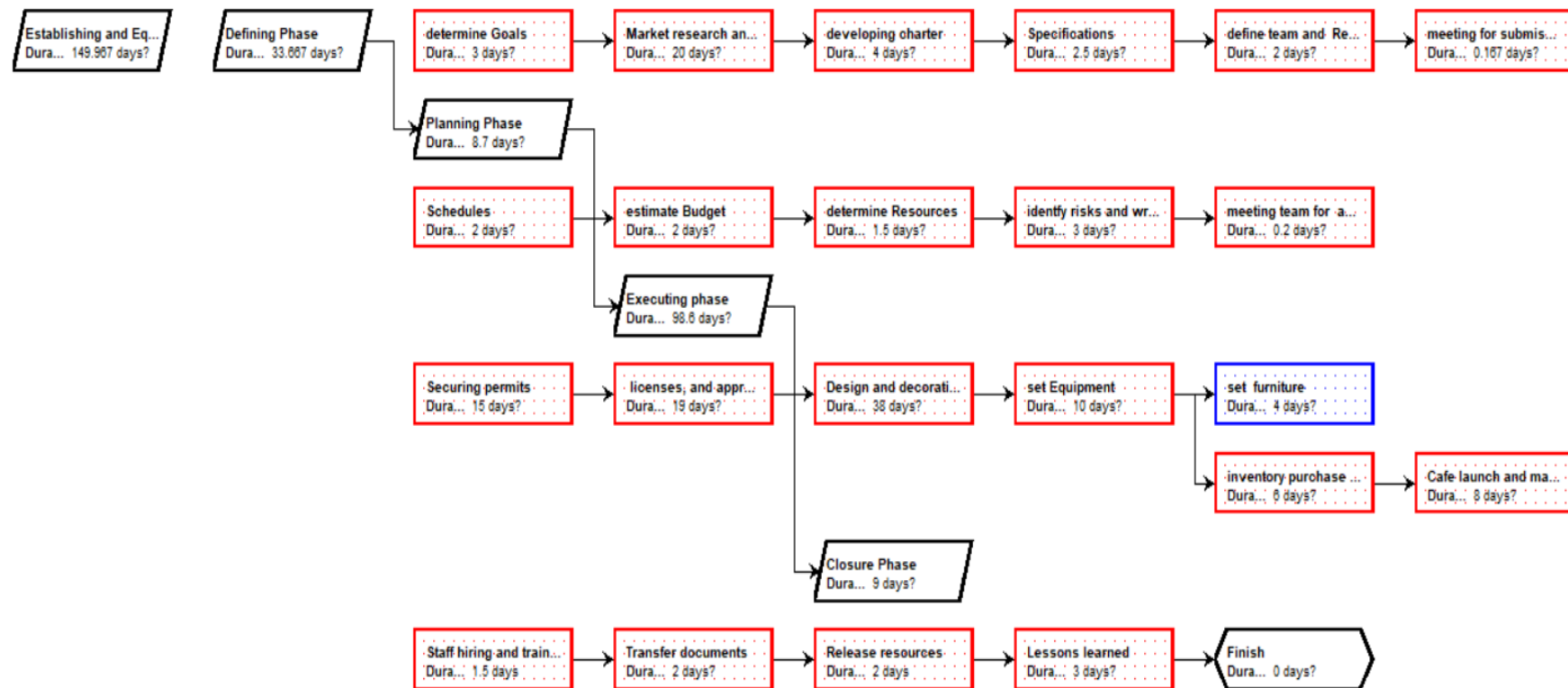
### 3. Work Breakdown Structure (WBS)

A WBS (Work Breakdown Structure) that shows the hierarchical decomposition of the project scope into manageable deliverables and work packages.



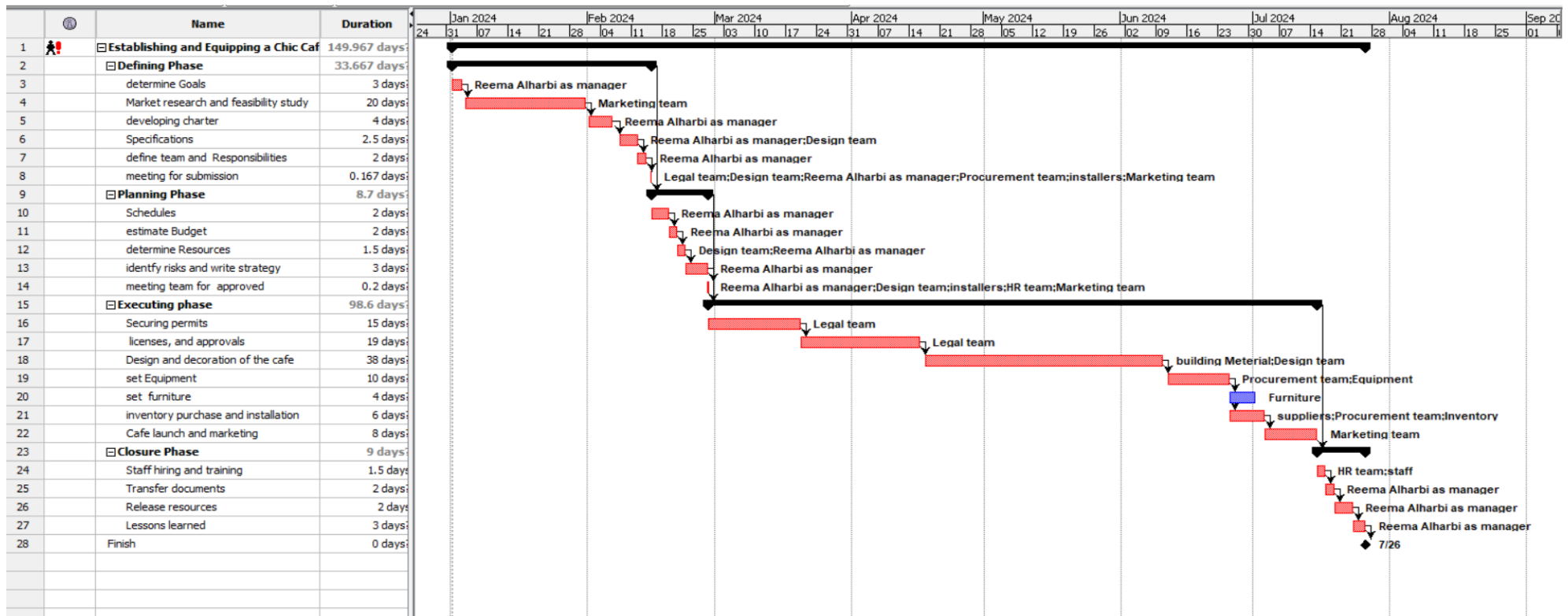
## NETWORK DIAGRAM

This is a graphical representation of the project logic, showing the sequence, precedence, and interrelationships of each task.

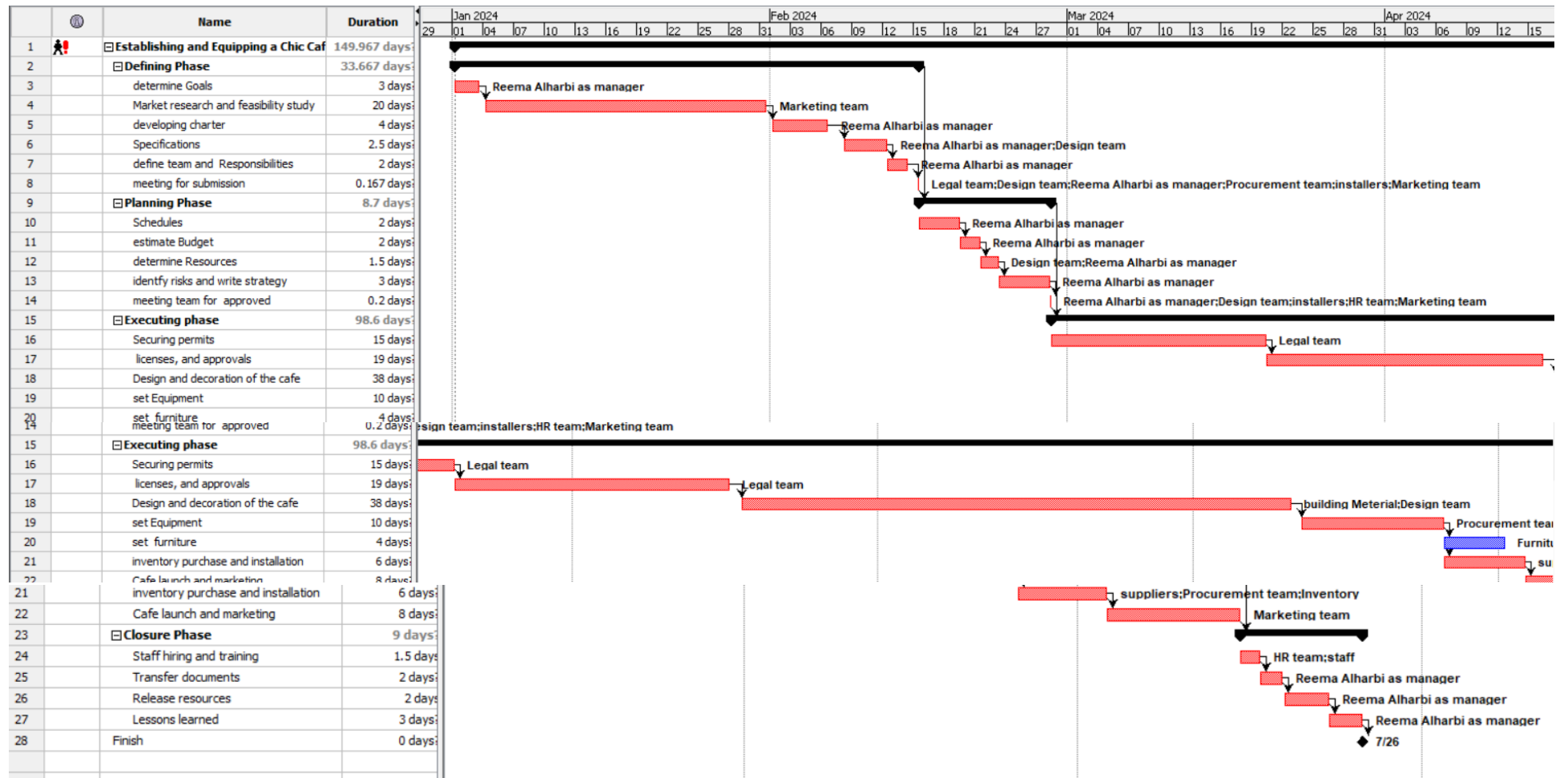


## GANTT CHART

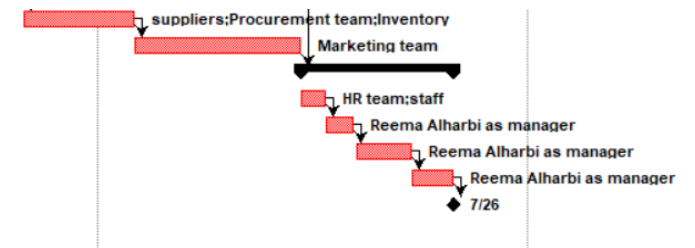
This is a graphical representation of the project schedule, showing the start and finish dates, durations, dependencies, and milestones of each task.







21	inventory purchase and installation	6 days
22	Cafe launch and marketing	8 days
23	<b>☐ Closure Phase</b>	9 days
24	Staff hiring and training	1.5 days
25	Transfer documents	2 days
26	Release resources	2 days
27	Lessons learned	3 days
28	Finish	0 days



## 4. ALL TASKS WITH RESOURCES AND COSTS

		Name	Duration	Start	Finish	Predecessors	Resource Names	Cost
1		<input type="checkbox"/> Establishing and Equipping a Chic Caf	149.967 days?	1/1/24 8:00 AM	7/26/24 4:44 PM		Land	\$500000.14
2		<input type="checkbox"/> Defining Phase	33.667 days?	1/1/24 8:00 AM	2/15/24 2:20 PM			\$10195.13
3		determine Goals	3 days?	1/1/24 8:00 AM	1/3/24 5:00 PM		Reema Alharbi as man...	\$580.32
4		Market research and feasibility study	20 days?	1/4/24 8:00 AM	1/31/24 5:00 PM	3	Marketing team	\$6430.00
5		developing charter	4 days?	2/1/24 8:00 AM	2/6/24 5:00 PM	4	Reema Alharbi as man...	\$773.76
6		Specifications	2.5 days?	2/8/24 8:00 AM	2/12/24 1:00 PM	5FS+1 day	Reema Alharbi as man...	\$1283.60
7		define team and Responsibilities	2 days?	2/12/24 1:00 PM	2/14/24 1:00 PM	6	Reema Alharbi as man...	\$386.88
8		meeting for submission	0.167 days?	2/15/24 1:00 PM	2/15/24 2:20 PM	7FS+1 day	Legal team;Design tea...	\$740.57
9		<input type="checkbox"/> Planning Phase	8.7 days?	2/15/24 2:20 PM	2/28/24 10:56 AM	2		\$22320.93
10		Schedules	2 days?	2/15/24 2:20 PM	2/19/24 2:20 PM		Reema Alharbi as man...	\$386.88
11		estimate Budget	2 days?	2/19/24 2:20 PM	2/21/24 2:20 PM	10	Reema Alharbi as man...	\$386.88
12		determine Resources	1.5 days?	2/21/24 2:20 PM	2/23/24 9:20 AM	11	Design team;Reema Al...	\$770.16
13		identfy risks and write strategy	3 days?	2/23/24 9:20 AM	2/28/24 9:20 AM	12	Reema Alharbi as man...	\$580.32
14		meeting team for approved	0.2 days?	2/28/24 9:20 AM	2/28/24 10:56 AM	13	Reema Alharbi as man...	\$20196.69
15		<input type="checkbox"/> Executing phase	98.6 days?	2/28/24 10:56 AM	7/15/24 4:44 PM	9		\$335770.00
16		Securing permits	15 days?	2/28/24 10:56 AM	3/20/24 10:56 AM		Legal team	\$3450.00
17		licenses, and approvals	19 days?	3/20/24 10:56 AM	4/16/24 10:56 AM	16	Legal team	\$4370.00
18		Design and decoration of the cafe	38 days?	4/17/24 4:44 PM	6/10/24 4:44 PM	17FS+1.6 days	building Meterial;Desig...	\$159160.00
19		set Equipment	10 days?	6/11/24 4:44 PM	6/25/24 4:44 PM	18FS+1 day	Procurement team;Equ...	\$102000.00
20		set furniture	4 days?	6/25/24 4:44 PM	7/1/24 4:44 PM	19	Furniture	\$30000.00
21		inventory purchase and installation	6 days?	6/25/24 4:44 PM	7/3/24 4:44 PM	19	suppliers;Procurement ...	\$34200.00
22		Cafe launch and marketing	8 days?	7/3/24 4:44 PM	7/15/24 4:44 PM	21	Marketing team	\$2590.00
23		<input type="checkbox"/> Closure Phase	9 days?	7/15/24 4:44 PM	7/26/24 4:44 PM	15		\$21714.08
24		Staff hiring and training	1.5 days?	7/15/24 4:44 PM	7/17/24 11:44 AM		HR team;staff	\$20360.00
25		Transfer documents	2 days?	7/17/24 11:44 AM	7/19/24 11:44 AM	24	Reema Alharbi as man...	\$386.88
26		Release resources	2 days?	7/19/24 4:44 PM	7/23/24 4:44 PM	25FS+4 hours	Reema Alharbi as man...	\$386.88
27		Lessons learned	3 days?	7/23/24 4:44 PM	7/26/24 4:44 PM	26	Reema Alharbi as man...	\$580.32
28		Finish	0 days?	7/26/24 4:44 PM	7/26/24 4:44 PM	27		\$0.00

## INTEGRATING THE WBS WITH THE ORGANIZATION:

The WBS is used to link the organizational units responsible for performing the work. In practice, the outcome of this process is the organization breakdown structure (OBS). The OBS depicts how the firm is organized to discharge its work, provides a framework to summarize organization work unit performance, identifies organization units responsible for work packages, and ties the organizational units to cost control accounts.

The table below shows a RAM for the our project

WBS	OBS	Research Market	Legal	Design	Procurement	HR	Marketing
3.1.0	Project Sponsor	A	A	A	A	A	A
3.2.0	Project Manager	A/R	A/R	A/R	A/R	A/R	A/R
3.3.0	Market Research Team	R	I	I	I	I	R
3.4.0	Legal Team	I	R	I	I	I	I
3.5.0	Design Team	I	I	R	I	I	I
3.6.0	Procurement Team	I	I	I	R	I	I
3.7.0	HR Team	I	I	I	I	R	I
3.8.0	Marketing Team	I	I	I	I	I	R

## PROJECT RISK MANAGEMENT :

This section identifies the potential risks that may be faced during the project and the necessary plans to minimize them. The project team will use the following steps to manage the risks:

Identify the risks that may affect the project objectives, scope, cost, time, quality, and performance using various tools and techniques such as **brainstorming**, **interviews**, **checklists**, **SWOT analysis**, etc.

Analyze the risks to determine their probability and impact on the project using qualitative and quantitative methods such as risk matrix, expected monetary value, decision tree, etc.

Evaluate the risks to prioritize them and decide which ones need further attention or action using criteria such as risk exposure, risk tolerance, risk appetite, etc.

Treat the risks to reduce their negative effects or enhance their positive effects using strategies such as avoid, transfer, mitigate, accept, exploit, share, enhance, etc.

Monitor the risks to track their status and review their effectiveness using tools such as risk register, risk report, risk audit, etc.

The following tables below shows the main risks identified for the project, their descriptions, dates, probabilities, impacts, and mitigation or potential responses.

## 1. Design risk

Risk Information Sheet 3			
Risk ID: 03	Date : April 1, 2024 - May 31, 2024	Probability: 30%	Impact: Medium
Description :			
The risk that the design and decoration of the caf <sup>i</sup> © do not meet the desired brand image and customer experience.			
Mitigation :			
Design and decorate the interior and exterior of the caf <sup>i</sup> © to reflect the desired brand image and customer experience. Involve the stakeholders and customers in the design process and get their feedback and approval.			

## 2. Procurement risk.

Risk Information Sheet 4			
Risk ID: 04	Date June 1, 2024 - June 15, 2024	Probability: 40%	Impact: Medium

Description :

The risk that the equipment, furniture, and inventory needed for the café's operation are not available, delivered, or installed on time or within budget.

Mitigation :

Purchase and install the equipment, furniture, and inventory needed for the café's operation. Select reliable and reputable suppliers and negotiate the terms and conditions of the procurement. Monitor and control the delivery and installation process..

## 5. Marketing risk

### Risk Information Sheet 6

Risk ID: 06

Date June 26, 2024 - June 30, 2024

Probability: 35%

Impact: Medium

Description :

The risk that the café launch and marketing do not attract and retain customers and generate revenue.

Mitigation : Launch and market the café to attract and retain customers and generate revenue. Develop and implement a marketing plan that includes the marketing objectives, strategies, tactics, budget, and metrics. Use various marketing channels and methods such as social media, online platforms, word-of-mouth, etc.

## APPENDIX

### RESOURCES:

	①	Name	Type	Material Label	Initials	Max. Units	Standard Rate	Overtime Rate	Cost Per Use	Accrue At
1		Land	Material		L		\$0.00		\$110000.00	Prorated
2		Reema Alharbi as manager	Work		R	100%	\$193.44/day	\$250.00/day	\$0.00	Prorated
3		Design team	Work		D	100%	\$320.00/day	\$400.00/day	\$0.00	Prorated
4		building Material	Material		c		\$0.00		\$147000.00	Prorated
5		Legal team	Work		L	100%	\$230.00/day	\$200.00/day	\$0.00	Prorated
6		suppliers	Material		s		\$0.00		\$5000.00	Prorated
7		Procurement team	Work		P	100%	\$400.00/hour	\$0.00/hour	\$0.00	Prorated
8		installers	Work		i	100%	\$0.00/hour	\$0.00/hour	\$0.00	Prorated
9		HR team	Work		H	100%	\$0.00/hour	\$0.00/hour	\$20000.00	Prorated
10		Marketing team	Work		M	100%	\$40.00/hour	\$50.00/hour	\$30.00	Prorated
11		staff	Work		s	100%	\$30.00/hour	\$0.00/hour	\$0.00	Prorated
12		Equipment	Material		E		\$0.00		\$70000.00	Prorated
13		Furniture	Material		F		\$0.00		\$30000.00	Prorated
14		Inventory	Material		I		\$0.00		\$10000.00	Prorated

### RESOURCE BREAKDOWN STRUCTURE (RBS):

An RBS will be created to illustrate the hierarchical breakdown of project resources and their roles

Land Cost \$110000.00 Budget \$0.00	Reema Alharbi as man... Cost \$5293.81 Budget \$0.00	Design team Cost \$13557.33 Budget \$0.00	building Material Cost \$147000.00 Budget \$0.00	Legal team Cost \$7858.33 Budget \$0.00
suppliers Cost \$5000.00 Budget \$0.00	Procurement team Cost \$51733.33 Budget \$0.00	installers Cost \$0.00 Budget \$0.00	HR team Cost \$40000.00 Budget \$0.00	Marketing team Cost \$9197.33 Budget \$0.00
Equipment Cost \$70000.00 Budget \$0.00	Furniture Cost \$30000.00 Budget \$0.00	Inventory Cost \$10000.00 Budget \$0.00	staff Cost \$360.00 Budget \$0.00	

## RESOURCE USAGE

which will show the allocation and utilization of the project resources over time, as well as the availability and demand of each resource.




	Name	Work	Cost	A
1	Land	0 hours	\$110000.00	
	<i>Establishing and Equipping</i>	1	\$110000.00	
2	Reema Alharbi as manager	218.933 hours	\$5293.81	
	<i>determine Goals</i>	24 hours	\$580.32	
	<i>developing charter</i>	32 hours	\$773.76	
	<i>Specifications</i>	20 hours	\$483.60	
	<i>define team and Responsi</i>	16 hours	\$386.88	
	<i>meeting for submission</i>	1.333 hours	\$32.24	
	<i>Schedules</i>	16 hours	\$386.88	
	<i>estimate Budget</i>	16 hours	\$386.88	
	<i>determine Resources</i>	12 hours	\$290.16	
	<i>identfy risks and write stra</i>	24 hours	\$580.32	
	<i>meeting team for approve</i>	1.6 hours	\$38.69	
	<i>Transfer documents</i>	16 hours	\$386.88	
	<i>Release resources</i>	16 hours	\$386.88	
	<i>Lessons learned</i>	24 hours	\$580.32	
3	Design team	338.933 hours	\$13557.33	
	<i>Specifications</i>	20 hours	\$800.00	
	<i>meeting for submission</i>	1.333 hours	\$53.33	
	<i>determine Resources</i>	12 hours	\$480.00	
	<i>meeting team for approve</i>	1.6 hours	\$64.00	
	<i>Design and decoration of t</i>	304 hours	\$12160.00	
4	building Material	0 hours	\$147000.00	
	<i>Design and decoration of t</i>	1	\$147000.00	
5	Legal team	273.333 hours	\$7858.33	
	<i>meeting for submission</i>	1.333 hours	\$38.33	
	<i>Securing permits</i>	120 hours	\$3450.00	
	<i>licenses, and approvals</i>	152 hours	\$4370.00	
6	suppliers	0 hours	\$5000.00	
	<i>inventory purchase and ins</i>	1	\$5000.00	
7	Procurement team	129.333 hours	\$51733.33	
	<i>meeting for submission</i>	1.333 hours	\$533.33	
<				Talk to



	<i>set Equipment</i>	<i>80 hours</i>	<i>\$32000.00</i>
	<i>inventory purchase and ins</i>	<i>48 hours</i>	<i>\$19200.00</i>
8	installers	2.933 hours	\$0.00
	<i>meeting for submission</i>	<i>1.333 hours</i>	<i>\$0.00</i>
	<i>meeting team for approve</i>	<i>1.6 hours</i>	<i>\$0.00</i>
9	HR team	13.6 hours	\$40000.00
	<i>meeting team for approve</i>	<i>1.6 hours</i>	<i>\$20000.00</i>
	<i>Staff hiring and training</i>	<i>12 hours</i>	<i>\$20000.00</i>
10	Marketing team	226.933 hours	\$9197.33
	<i>Market research and feasib</i>	<i>160 hours</i>	<i>\$6430.00</i>
	<i>meeting for submission</i>	<i>1.333 hours</i>	<i>\$83.33</i>
	<i>meeting team for approve</i>	<i>1.6 hours</i>	<i>\$94.00</i>
	<i>Cafe launch and marketing</i>	<i>64 hours</i>	<i>\$2590.00</i>
11	staff	12 hours	\$360.00
	<i>Staff hiring and training</i>	<i>12 hours</i>	<i>\$360.00</i>
12	Equipment	0 hours	\$70000.00
	<i>set Equipment</i>	<i>1</i>	<i>\$70000.00</i>
13	Furniture	0 hours	\$30000.00
	<i>set furniture</i>	<i>1</i>	<i>\$30000.00</i>
14	Inventory	0 hours	\$10000.00
	<i>inventory purchase and ins</i>	<i>1</i>	<i>\$10000.00</i>

## SET OF REPORTS

which will show the detailed information about the project, such as the project details, the resource information, the task information, and the who did what report.

Report: Project Details 

### offee Corner: Establishing and Equipping a Chic

Dates			
Start	1/1/24 8:00 AM	Finish	7/26/24 4:44 PM
Baseline Start		Baseline Finish	
Actual Start		Actual Finish	

Duration			
Scheduled	149.967 days	Remaining	149.967 days
Baseline	0 days	Actual	0 days
		Percent Complete	0%

Work			
Scheduled	1,216 hours	Remaining	1,216 hours
Baseline	0 hours	Actual	0 hours

Costs			
Scheduled	\$500000.14	Remaining	\$500000.14
Baseline	\$0.00	Actual	\$0.00
		Variance	\$0.00

## Task Information

ID	Name	Duration	Start	Finish	Predecessors	Resource Names
1	Establishing and Equipping a	149.967 days?	1/1/24 8:00 AM	7/26/24 4:44 PM		Land
2	Defining Phase	33.667 days?	1/1/24 8:00 AM	2/15/24 2:20 PM		
3	determine Goals	3 days?	1/1/24 8:00 AM	1/3/24 5:00 PM		Reema Alharbi as manager
4	Market research and feasibility	20 days?	1/4/24 8:00 AM	1/31/24 5:00 PM	3	Marketing team
5	developing charter	4 days?	2/1/24 8:00 AM	2/6/24 5:00 PM	4	Reema Alharbi as manager
6	Specifications	2.5 days?	2/8/24 8:00 AM	2/12/24 1:00 PM	5FS+1 day	Reema Alharbi as manager;
7	define team and Responsibilities	2 days?	2/12/24 1:00 PM	2/14/24 1:00 PM	6	Reema Alharbi as manager
8	meeting for submission	0.167 days?	2/15/24 1:00 PM	2/15/24 2:20 PM	7FS+1 day	Legal team;Design team;Reema
9	Planning Phase	8.7 days?	2/15/24 2:20 PM	2/28/24 10:56 AM	2	
10	Schedules	2 days?	2/15/24 2:20 PM	2/19/24 2:20 PM		Reema Alharbi as manager
11	estimate Budget	2 days?	2/19/24 2:20 PM	2/21/24 2:20 PM	10	Reema Alharbi as manager
12	determine Resources	1.5 days?	2/21/24 2:20 PM	2/23/24 9:20 AM	11	Design team;Reema Alharbi as
13	identify risks and write strategy	3 days?	2/23/24 9:20 AM	2/28/24 9:20 AM	12	Reema Alharbi as manager
14	meeting team for approved	0.2 days?	2/28/24 9:20 AM	2/28/24 10:56 AM	13	Reema Alharbi as manager;
15	Executing phase	98.6 days?	2/28/24 10:56 AM	7/15/24 4:44 PM	9	
16	Securing permits	15 days?	2/28/24 10:56 AM	3/20/24 10:56 AM		Legal team
17	licenses, and approvals	19 days?	3/20/24 10:56 AM	4/16/24 10:56 AM	16	Legal team
18	Design and decoration of the cafe	38 days?	4/17/24 4:44 PM	6/10/24 4:44 PM	17FS+1.6 days	building Meterial;Design team
19	set Equipment	10 days?	6/11/24 4:44 PM	6/25/24 4:44 PM	18FS+1 day	Procurement team;Equipment
20	set furniture	4 days?	6/25/24 4:44 PM	7/1/24 4:44 PM	19	Furniture
21	inventory purchase and	6 days?	6/25/24 4:44 PM	7/3/24 4:44 PM	19	suppliers;Procurement team;
22	Cafe launch and marketing	8 days?	7/3/24 4:44 PM	7/15/24 4:44 PM	21	Marketing team
23	Closure Phase	9 days?	7/15/24 4:44 PM	7/26/24 4:44 PM	15	
24	Staff hiring and training	1.5 days	7/15/24 4:44 PM	7/17/24 11:44 AM		HR team;staff
25	Transfer documents	2 days?	7/17/24 11:44 AM	7/19/24 11:44 AM	24	Reema Alharbi as manager
26	Release resources	2 days	7/19/24 4:44 PM	7/23/24 4:44 PM	25FS+4 hours	Reema Alharbi as manager
27	Lessons learned	3 days?	7/23/24 4:44 PM	7/26/24 4:44 PM	26	Reema Alharbi as manager
28	Finish	0 days?	7/26/24 4:44 PM	7/26/24 4:44 PM	27	

## Who Does What

Resource ID		Resource				
1		Land				
Task ID	Task	Work	Assignment Units	Assignment	Start	Finish
1	Establishing and Equipping a	1	100%	0 days	1/1/24 8:00 AM	1/1/24 5:00 PM
		0 hours				
2		Reema Alharbi as				
Task ID	Task	Work	Assignment Units	Assignment	Start	Finish
3	determine Goals	24 hours	100%	0 days	1/1/24 8:00 AM	1/3/24 5:00 PM
5	developing charter	32 hours	100%	0 days	2/1/24 8:00 AM	2/6/24 5:00 PM
6	Specifications	20 hours	100%	0 days	2/8/24 8:00 AM	2/12/24 1:00 PM
7	define team and Responsibilities	16 hours	100%	0 days	2/12/24 1:00 PM	2/14/24 1:00 PM
8	meeting for submission	1.333 hours	100%	0 days	2/15/24 1:00 PM	2/15/24 2:20 PM
10	Schedules	16 hours	100%	0 days	2/15/24 2:20 PM	2/19/24 2:20 PM
11	estimate Budget	16 hours	100%	0 days	2/19/24 2:20 PM	2/21/24 2:20 PM
12	determine Resources	12 hours	100%	0 days	2/21/24 2:20 PM	2/23/24 9:20 AM
13	identify risks and write strategy	24 hours	100%	0 days	2/23/24 9:20 AM	2/28/24 9:20 AM
14	meeting team for approved	1.6 hours	100%	0 days	2/28/24 9:20 AM	2/28/24 10:56 AM
25	Transfer documents	16 hours	100%	0 days	7/17/24 11:44 AM	7/19/24 11:44 AM
26	Release resources	16 hours	100%	0 days	7/19/24 4:44 PM	7/23/24 4:44 PM
27	Lessons learned	24 hours	100%	0 days	7/23/24 4:44 PM	7/26/24 4:44 PM
		218.933 hours				
3		Design team				
Task ID	Task	Work	Assignment Units	Assignment	Start	Finish
6	Specifications	20 hours	100%	0 days	2/8/24 8:00 AM	2/12/24 1:00 PM
8	meeting for submission	1.333 hours	100%	0 days	2/15/24 1:00 PM	2/15/24 2:20 PM

Resource ID	Resource						
12	determine Resources	12 hours	100%	0 days	2/21/24 2:20 PM	2/23/24 9:20 AM	
14	meeting team for approved	1.6 hours	100%	0 days	2/28/24 9:20 AM	2/28/24 10:56 AM	
18	Design and decoration of the cafe	304 hours	100%	0 days	4/17/24 4:44 PM	6/10/24 4:44 PM	
		338.933 hours					

#### 4 building Material

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
18	Design and decoration of the cafe	1	100%	0 days	4/17/24 4:44 PM	6/10/24 4:44 PM	
		0 hours					

#### 5 Legal team

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
8	meeting for submission	1.333 hours	100%	0 days	2/15/24 1:00 PM	2/15/24 2:20 PM	
16	Securing permits	120 hours	100%	0 days	2/28/24 10:56 AM	3/20/24 10:56 AM	
17	licenses, and approvals	152 hours	100%	0 days	3/20/24 10:56 AM	4/16/24 10:56 AM	
		273.333 hours					

#### 6 suppliers

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
21	inventory purchase and	1	100%	0 days	6/25/24 4:44 PM	7/3/24 4:44 PM	
		0 hours					

#### 7 Procurement team

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
8	meeting for submission	1.333 hours	100%	0 days	2/15/24 1:00 PM	2/15/24 2:20 PM	
19	set Equipment	80 hours	100%	0 days	6/11/24 4:44 PM	6/25/24 4:44 PM	
21	inventory purchase and	48 hours	100%	0 days	6/25/24 4:44 PM	7/3/24 4:44 PM	

Resource ID	Resource	
		129.333 hours

#### 8 installers

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
8	meeting for submission	1.333 hours	100%	0 days	2/15/24 1:00 PM	2/15/24 2:20 PM	
14	meeting team for approved	1.6 hours	100%	0 days	2/28/24 9:20 AM	2/28/24 10:56 AM	
		2.933 hours					

#### 9 HR team

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
14	meeting team for approved	1.6 hours	100%	0 days	2/28/24 9:20 AM	2/28/24 10:56 AM	
24	Staff hiring and training	12 hours	100%	0 days	7/15/24 4:44 PM	7/17/24 11:44 AM	
		13.6 hours					

#### 10 Marketing team

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
4	Market research and feasibility	160 hours	100%	0 days	1/4/24 8:00 AM	1/31/24 5:00 PM	
8	meeting for submission	1.333 hours	100%	0 days	2/15/24 1:00 PM	2/15/24 2:20 PM	
14	meeting team for approved	1.6 hours	100%	0 days	2/28/24 9:20 AM	2/28/24 10:56 AM	
22	Cafe launch and marketing	64 hours	100%	0 days	7/3/24 4:44 PM	7/15/24 4:44 PM	
		226.933 hours					

#### 11 staff

Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
24	Staff hiring and training	12 hours	100%	0 days	7/15/24 4:44 PM	7/17/24 11:44 AM	
		12 hours					

Resource ID	Resource						
12	Equipment						
Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
19	set Equipment	1	100%	0 days	6/11/24 4:44 PM	6/25/24 4:44 PM	
		0 hours					
13	Furniture						
Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
20	set furniture	1	100%	0 days	6/25/24 4:44 PM	7/1/24 4:44 PM	
		0 hours					
14	Inventory						
Task ID	Task	Work	Assignment Units	Assignment	Start	Finish	
21	inventory purchase and	1	100%	0 days	6/25/24 4:44 PM	7/3/24 4:44 PM	
		0 hours					