Kitchen Remodel

Full Remodel of kitchen, including appliances, counters and sink.

2023

Leo Newton

FPX-3000

12/1/2023

# Executive Summary

O

verview of the Project: This project aims to comprehensively expand and renovate a small kitchen within a budget of $75,000. The estimated duration is one month. The primary objective is to transform the existing space into a more functional, modern, and aesthetically pleasing kitchen area. This involves a series of well-orchestrated steps including design finalization, structural modifications, installation of new cabinetry, appliances, countertops, and completing with decorative finishes. The project will be managed using Agile methodology, ensuring a structured and flexible approach to accommodate any unforeseen changes while maintaining the timeline and budget constraints.

Who: This kitchen renovation project is initiated by the homeowner, with the support of various vendors and contractors, and overseen by a dedicated project manager (the homeowner themselves).

What: The project entails a comprehensive renovation and expansion of the existing kitchen space. Key components include redesigning the layout for enhanced functionality, upgrading appliances, installing modern cabinetry and countertops, and improving aesthetic appeal with contemporary finishes.

Where: The project will take place in the homeowner's residence, specifically focusing on the current kitchen area.

When: The project is scheduled to commence on December 1, 2023, and reach completion by January 1, 2024. This one-month timeline is strategically planned to minimize disruption while ensuring quality workmanship.

Why: The primary objective is to transform the current kitchen into a more efficient, aesthetically pleasing, and modern space that meets the evolving needs of the homeowner. The renovation aims to not only enhance the day-to-day functionality of the kitchen but also to increase the overall value of the property.

How: The project will be executed in several phases, including initial design and planning, procurement of materials, demolition, construction, and final touches. A Work Breakdown Structure (WBS) will be employed to systematically organize tasks. The project management will be handled using a [chosen methodology, e.g., Agile or Waterfall], ensuring flexibility and efficient tracking of progress.

Project Summary and Benefits:

- The renovation will provide a spacious, modern, and more functional kitchen.

- It aims to incorporate energy-efficient appliances and materials, leading to long-term cost savings.

- Enhancing the kitchen's aesthetic and practicality will significantly improve the homeowner's quality of life and increase the home's market value.

Project Timeline:

- The project is scheduled for a fast-track completion within a one-month period, from December 1, 2023, to January 1, 2024.

Estimated Project Cost:

- The project is estimated to cost $75,000. This budget has been carefully planned to cover all aspects of the renovation, including materials, labor, and contingency allowances. According to Signature Kitchens (2022), “the national average clocking in at around $69,500.”

Resources Needed:

- Key resources include a reliable team of subcontractors (plumbers, electricians, carpenters), high-quality building materials, modern kitchen appliances, and cabinetry.

- The project manager will utilize project management tools for scheduling, budget tracking, and communication.

- Supporting evidence for resource requirements comes from detailed quotes from vendors and contractors, as well as industry benchmarks for similar renovation projects.

This executive summary outlines a clear, concise plan for the kitchen renovation project, highlighting its objectives, benefits, timeline, cost, and resource allocation, ensuring that all stakeholders have a comprehensive overview of the project scope and execution strategy.

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# Version Control

|  |  |  |
| --- | --- | --- |
| Version Number | Assessment Number | Date |
| 1.3 | **U01a3** | **1/23/2023** |

# Project Charter

**The project manager, Leo Newton, will oversee a remodel of his home kitchen. The entire kitchen will be remodeled, including counters and sink. The project has a deadline of January 1st 2024. The stakeholders are Leo and the homeowner. The appliances will be removed, followed by the counters. Once the kitchen is empty, the walls and ceiling will be repainted. The flooring will then be replaced. New counters will be installed, and new appliances will be installed last. Project is at risk of delays due to holidays. The remodel will add value to the property, and thus increase as the property does. The remodel is seen as an investment.**

**Project Title: Kitchen Remodel 2023**

**Project Start Date: 12/1/2023 Project Finish Date: 1/1/2024**

**Budget Breakdown**

|  |  |
| --- | --- |
| **Appliances** | **$15,000** |
| **Counters** | **$10,000** |
| **Flooring** | **$5,000** |
| **Paint** | **$500** |
| **Labor** | **$35,500** |
| **Total** | **$75,000** |

# Objectives and Approach

**Project Manager:** Leo Newton

1. **Objective: Enhance Functionality and Space Utilization**
   * **Description: The aim is to maximize the kitchen's utility and storage capacity. This will be achieved by redesigning the layout, incorporating efficient storage solutions like custom cabinetry, and optimizing the placement of appliances.**
   * **Execution: Work with a kitchen design consultant to create a layout plan that makes effective use of available space. Select cabinetry and storage solutions that offer maximum utility and fit the new design.**
2. **Objective: Modernize Kitchen Aesthetics**
   * **Description: Update the kitchen's look to a more modern style, including new countertops, fixtures, and a color scheme.**
   * **Execution: Choose contemporary materials and finishes for countertops, backsplash, and flooring. Select fixtures and a color palette that align with the latest trends while matching the homeowner's personal style.**
3. **Objective: Upgrade Appliances and Installations**
   * **Description: Replace old appliances with new, energy-efficient models and ensure high-quality plumbing and electrical work.**
   * **Execution: Research and purchase energy-efficient appliances that fit the budget and kitchen design. Hire skilled plumbing and electrical contractors to ensure quality installations and compliance with safety standards.**
4. **Objective: Stay Within Budget**
   * **Description: Complete the renovation without exceeding the $75,000 budget.**
   * **Execution: Meticulously plan and track expenses using budgeting software or spreadsheets. Regularly review expenditures against the budget and adjust plans as needed to avoid overspending.**
5. **Objective: Complete Project Within Specified Timeframe**
   * **Description: Finish the renovation project within the pre-determined timeline.**
   * **Execution: Develop a detailed project schedule, including a timeline for each phase of the renovation. Monitor progress closely and adjust resource allocation as needed to stay on track.**
6. **Objective: Ensure High-Quality Workmanship**
   * **Description: The renovation should meet high standards of quality and craftsmanship.**
   * **Execution: Vet and hire reputable subcontractors with proven track records. Conduct regular quality checks at each stage of the renovation to ensure standards are met.**
7. **Objective: Minimize Disruption During Renovation**
   * **Description: Keep the inconvenience caused by the renovation process to a minimum for the household.**
   * **Execution: Schedule major construction work during times that are least disruptive. Keep the work area isolated and clean to reduce the impact on the rest of the home.**

# Stakeholder Register

Stakeholder Identification

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Position | Contact Information |
| Leo Newton | **Project Manager** | **Lead** | 555-555-5555 |
| Linda Marburger | **Stakeholder** | **Home Owner** | 222-222-2222 |
| ABC Cabinets | **Vendor** | **Cabinet Installer** | 111-111-1111 |
| WA Electrical | **Vendor** | **Electrician** | 253-522-4455 |
|  |  |  |  |

# Stakeholder Assessment and Register

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Stakeholder | Role | Interest | Influence | Requirements | Communications Needs | Expectations |
| Homeowner | **Project Beneficiary** | **High** | **High** | **Quality work, within budget and timeframe, regular updates** | **Regular updates, open dialogue** | **Project completed on time, within budget, high quality** |
| Project Manager | **Project Leader** | **High** | **High** | **Timely information from vendors, homeowner decisions** | **Coordination with vendors and homeowner** | **Smooth project flow, adherence to budget and schedule** |
| Kitchen Design Consultant | **Design Vendor** | **Medium** | **Medium** | **Clear requirements and feedback, timely payments** | **Frequent consultation, feedback** | **Clear vision and timely decisions** |
| Building Materials Supplier | **Supplier** | **Low** | **Medium** | **Accurate orders, timely payments** | **Order confirmation, delivery updates** | **Timely payments, clear order details** |
| Plumbing Contractor | **Subcontractor** | **Medium** | **Medium** | **Clear specifications, site access as scheduled, timely payments** | **Scheduling coordination, work updates** | **Timely and clear instructions, prompt payment** |
| Electrical Contractor | **Subcontractor** | **Medium** | **Medium** | **Detailed electrical plans, safe working environment, timely payments** | **Regular progress reports** | **Safe work conditions, clear project specs** |
| Cabinetry and Fixtures Vendor | **Supplier** | **Low** | **Medium** | **Clear order details, timely payments** | **Order and delivery coordination** | **Timely payments, accurate specifications** |

# Work Breakdown Structure (WBS)

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Work Breakdown Structure (WBS) is included in the Scope Statement Documentation. Usually, there are TWO views.

The first view is a hierarchical one that is usually worked upon by the project manager and team to discover exactly what tasks need to be done and in what order.

A screenshot of a computer

Description automatically generated

The second view is a list view or outline of the WBS.

Project: Kitchen Remodel

1. Painting
   1. Ceiling, walls
   2. Labour
2. Flooring
   1. Tiles
   2. Labour
3. Counters
   1. Materials
   2. Labour
4. Appliances
   1. Fridge,stove,microwave,etc.
   2. Labour

Note that the hierarchy view and the list view have the same tasks and are numbered the same.

# Budget



Figure . Click to view in Excel

# A screenshot of a graph Description automatically generated

# Communications Matrix

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ommunications Matrices assist the project manager in making sure all information is distributed to the correct personnel, whether it is the project team, sponsor, upper management, customer, or stakeholders. Usually, this section has a glossary of terms and definitions of TLAs (“three letter acronyms”) so that everyone understands the project’s terminology. For example, a NIC stands for “network interface card,” which is a common piece of hardware used on personal computers.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information** | **Provider** | **Recipient(s)** | **Frequency** | **Medium** | **Location** |
| Status Report | PM | Home Owner | Bi-weekly | Email | Google Drive |
| Expense Approval | PM | Home Owner | As Needed | SMS | Phone |
| Meeting | PM | Home Owner | Weekly | In-person | Job Site |
| Design choices, feedback | Kitchen Design Consultant | Project Manager | Bi-weekly | Meetings,email | Job site,online |
| Order details, delivery dates | Building Materials Supplier | Project Manager | Upon order/delivery | Email, phone calls | Jobsite |
| Schedule, work specifics | Plumbing Contractor | Project Manager | Prior to work phase | Email, direct calls | Jobsite |
| Schedule, work specifics | Electrical Contractor | Project Manager | Prior to work phase | Email, direct calls | Jobsite |
| Order confirmation, updates | Cabinetry and Fixtures Vendor | Project Manager | Upon order/delivery | Email, phone calls | Jobsite |

**Glossary**

# Risk Matrix

R

isk Matrices are at the core of solving problems before they impact project scope, cost, schedule, and product quality. Clearly, one may categorize risks on what they are going to impact or the type of risk. For example, there may be risks because of the personnel on the team (They may need training on a new technology, or if one team member is sick, their contributions and expertise will be lost.), or there may have been problems in the past with a certain vendor and so forth.

However, another way of looking at it is whether the risks may fit into three different scenarios:

* Known, knowns (It is known when the risk may occur and what it is).
* Unknown, knowns (It is unknown when the risk may occur but it is a known entity).
* Unknown, Unknowns (Neither the timing nor the risk is known, a surprise).

There are many ways to categorize and order risks so that the project manager and the team will stay on top of the situation and able to mitigate or control the risks when they occur. The important part of the Risk Matrix is to make sure that most of the risks are identified and that there are defined actions to deal with them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Probability (L,M,H)** | **Severity (L,M,H)** | **Mitigation Approach** |
| Wrong Paint Color | M | H | Dry test paint and seek approval from Sponsor. |
| Quality of Workmanship | M | H | Regular quality checks, hiring skilled labor. |
| Budget Overruns | M | H | Strict budget monitoring, contingency fund allocation |
| Delayed Material Delivery | H | M | Early ordering, alternative material options ready. |
| Subcontractor/Workforce Reliability | M | M | Vet and hire reputable subcontractors, backup options. |
| Unforeseen Structural Challenges | M | H | Pre-renovation inspection, expert consultation. |
| Permit and Regulation Issues | L | H | Ensure compliance, early application for permits. |
| Design and Planning Misalignments | L | M | Detailed planning, regular reviews, flexibility. |
| Holiday-Related Delays (if applicable) | H | H | Plan work schedule around holidays and seasonal weather patterns. |
| Safety Incidents During Construction | M | H | Strict safety protocols, insurance coverage. |

# Contact Information in case of Emergency

Leo Newton: 555-555-5555

Linda Marburger: 222-222-2222

# Project Schedule

A screenshot of a computer

Description automatically generated

See below for attached MS Project file:



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# References

*How much does a kitchen remodel cost in 2022*. Signature Kitchens. (2022). https://signaturekitchens.com/blog/how-much-does-a-kitchen-remodel-cost/

Kloppenborg, T., Anantatmula, V. S., & Wells, K. (2022). Contemporary Project Management (5th ed.). Cengage Learning US. https://capella.vitalsource.com/books/9780357715826

# Appendices