**TASK 1 Stakeholder management**

**Project description:**

In this project we will building 20 houses for the community of Mkhomazi in KZN. The houses we will build are 3 meter by 2 meter. The houses will have 1 indoor toilet including 1 bath tub, 1 open plan kitchen, dining area and 1 bedroom. The house will be hocked up to public plumbing and electricity infrastructure. We will not build the infrastructure, register the houses do title deeds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Impact and influence** | **Support** | **Attitude** | **Tactic for support** |
| House planner | Low influence: PM gives direction on house design  High impact: his job will get project closer to goal | They would want more jobs so they would provide a service that gives support | They are very invested as this is a project that could be done somewhere else and they will want to be considered | The possibility of more jobs in future would be enough. I will do nothing |
| Land surveyor | medium influence: they can suggest better ways to use the land  High impact: his job will get project closer to goal | They would want more jobs so they would provide a service that gives support | They are very invested as this is a project that could be done somewhere else and they will want to be considered | The possibility of more jobs in future would be enough. I will do nothing |
|  |  |  |  |  |
| **Builders**  brick layers  foundation builders  roofers  plasters  painters  electricians  plumbers  cleaners | Low influence: they must follow the house plan  High impact: if they do not work the project doesn’t move forward | They give support if they are requested by the site manager | They simply just doing their jobs | Give incentives for good quality work done on time |
| site manager | High influence and impact: their work determines how fast other do their jobs. | They give a lot of support to insure workers do what they need to do | They are simply doing their jobs | Give incentives for good quality work done on time |
| community | They can strike against the project if they don’t like something | They give us | They like the project as it will provide homes for them | They have a lot invested in the project so nothing more will be done |
| **government**  department of housing | High impact they will give use the go ahead to use the land and finance the project | They will offer help with complying to their requirements | They what the project to succeed as the community is made of their voters | Nothing |

The house planner will make the house plan after the land surveyor surveyors the land. Once plans are created and the site is mapped out the builders will come in and start the building, they will go according to the plans and the site manager will manage the work site. The community will be kept updated on the progress and the government will require same processes to be done as the project sponsor.

|  |  |
| --- | --- |
| **Project Management** | **General management** |
| Makes something unique as an outcome | Creates something known |
| Ends when goal has been reached | Continues |
| People who do not know each other working together | People that know each other working together |

**TASK 2 communication policy**

My company prefers using email for internal communication and telephone, email, WhatsApp and company App for external communication. Communication should take place as shown in the table below. Information that is confidential in my business unit is customer information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **How often** | **By** | **Objective** | **What is communicated** |
| **House planner (HP)** | As determined by them | Project manager | This is to make sure the house planner knows the vision and the design of the houses. He must give a list of material that must be bought | * The design needed * Material that must be bought * Vision of the project |
| **Land surveyor (LD)** | As determined by them | Project manager | This is to make sure that the LD knows what land he must do what he needs to do on | The location |
|  |  |  |  |  |
| **Builders**  brick layers  foundation builders  roofers  plasters  painters  electricians  plumbers  cleaners | Daily | Site manager  Project manager (once in the start of project) | This is to make sure that all the builders know what is expected from them. To ensure that all builders have the right plans. They all know their work schedules and deadlines | * Plans * Shifts * Deadlines |
| Project manager | Every 3 days | site manager | He will give a progress report and a report on the worker’s performance. He will also give a report on quality | * Progress * Performance * Quality |
| community | At the start of the project we will have meetings with the community 1once a week and have way through the project and at the end of the project | Project manager | This is to insure that the community knows what we doing. To make sure they give use space to work | * What we will be doing * How long it will take * How houses will be given out |
| **government**  department of housing | Once a week with our department representative | Project manager | To ensure that we know the requirements and how we will do what needs to be done | * Requirements * What to do |

|  |  |
| --- | --- |
| Communication | Content |
| Email | Communication work schedule attached to an email |
| Whatapp groups | WhatsApp group communicating daily with project team |
| House plans | All builders work from plans |

**TASK 3 Risk management plan**

|  |  |  |
| --- | --- | --- |
| **Risk** | **Response** | **Contingency** |
| **HR safety** |  |  |
| Someone getting hurt on site | Mitigate | The site manage must ensure that PPE is always wore on site and we will register for insurance for the project |
| Transporting workers to the site every working day | Mitigate | We will hire members of the community, the beneficiaries of the houses. They will be close to the site |
| **Material** |  |  |
| Equipment can get stolen | Mitigate | We will hire a container that we will put all equipment and material |
| Equipment breaking | Mitigate | We will hire extra equipment |
| **Stakeholder** |  |  |
| Absenteeism | Mitigate | We will hire people who have more than 1 skill if anyone is not in another will be rotated to do their job |
| People getting sick | Mitigate | We will hire people who have more than 1 skill if anyone is not in another will be rotated to do their job |
| **Milestones, activities, time** |  |  |
| Delays in delivery | Mitigate | We will add more time to the schedule to give us extra time |
| Public infrastructure not being ready | Avoid | There is nothing we can do |
| **Quality** |  |  |
| If we get low quality material | Mitigate | We will negotiate a return policy with equipment suppliers if the equipment doesn’t meet up to standards |
| **Financial** |  |  |
| Overspending on material | Mitigate | We will go according to the plans made and also have a reserves to watch for waste and breakage |
| Delays in getting the money from the sponsor | Mitigate | We will buy same things on credit |

**TASK 4 performance management**

1. **And 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Role & responsibility** | **Tasks** | **Performance indicator and expectation** |
| **House planner (HP)** | Produce the house plan |  | A house plan that is approved by the department of housing, the project manager and the community |
| **Land surveyor (LD)** | Prepare the land | These tasks will be determined by the stakeholder all that’s required is the finished | A report showing the boundaries of the land |
|  |  |  |  |
| **Builders**  brick layers  foundation builders  roofers  plasters  painters  electricians  plumbers  cleaners | Follow the plans provided and build what needs to be built according to the plans | * Building the foundation for all the houses * Brick laying building all walls of all the houses * Roofing for all the houses * Plastering all houses * Painting all houses * Wiring all houses * Installing plumbing on all houses * Cleaning the site | Have a high quality product that looks like the plan |
| site manager | Ensure that workers are doing the work at a good standard. Make sure safety is followed. That people have the prepare plans |  | Having completed houses that meet standards set by the department of housing. Delivered on time |

**3**

|  |  |  |
| --- | --- | --- |
| **Instruction** | **Task perfomed** | Feedback |
| Builders |  |  |
|  |  | The quality was to the standards of the department of housing and the plans where followed |
|  |  |  |
| House planner |  |  |
|  |  | The plan were where good and communicated the wishes of the department and satisfied the department |
| Site manager |  |  |
|  |  | The project was completed on time and all houses passed the department’s standards. The site was prepared well and cleaned after the last house was completed |

**TASK 5 Integrated Project Plan**

1. **Scope**

**Project description**

In this project we will building 20 houses for the community of Mkhomazi in KZN. The houses we will build are 3 meter by 2 meter. The houses will have 1 indoor toilet including 1 bath tub, 1 open plan kitchen, dining area and 1 bedroom. The house will be hocked up to public plumbing and electricity infrastructure. We will not build the infrastructure, register the houses do title deeds

**Deliverables**

20 houses for the community of Mkhomazi in KZN that meet the Mkhomazi council standards

**Stakeholders**

Please refer to task 1 for a detailed list of my stakeholders

**Resources Required**

**Acceptance criteria**

20 houses that pass the Quality assessment of theMkhomazi council standards

**Limitations & Risk**

Please refer to task 3 for a detailed list of project risk

**Assumption and exclusions**

The Mkhomazi council has organized plumbing and electricity infrastructure this will not form part of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task Name | Duration | constraint | risk | Responsible person |
| House plan with BOM | 7 days |  | Delays | House planner |
| Land surveyor | 3 days |  | Delays | Land surveyor |
| ordering material | 1 day | Price changes | Material more expensive | Project manager |
| order tools | 1 day | Price changes | Material more expensive | Project manager |
| take delivery of material | 3 days | Delays | Breakage | Project manager, site manager, building team |
| **preparing site** | **9 days** |  |  |  |
| cleaning | 4 days | Delays | Accidents, dangerous wildlife encounters, | building team |
| levelling | 2 days | Delays | big rocks | Building team |
| digging foundation | 2 days | Delays | Big rocks | Building team |
| digging for plumbing | 3 days | Delays | Big rocks | Building team |
| **building** | **32 days** |  |  |  |
| complete walls | 20 days |  | Accidents | Brick layers |
| roofing | 20 days |  | Accidents | Roofers |
| Plumbing | 20 days |  | Accidents | Plumbers |
| Wiring | 20 days |  | Accidents | Electricians |
| **Plastering** | 20 days |  | None | Plasters/Painters |
| exterior plastering | 20 days |  | None | Plasters/Painters |
| interior plastering | 20 days |  | none | Plasters/Painters |
| painting | 30 days |  | None | Plasters/Painters |
| cleaning site | 2 days |  | None | Building team |
| returning tools | 3 days | Transport many trips must be made to return tools | Breakage of tools | Project manager |

* **WBS: attached at the end of the assignment**
* **Gantt chart: attached at the end of the assignment**
* **Change control log**

|  |  |
| --- | --- |
| **Content** | **Description** |
| Description | Adding another bedroom to the house of the same size as the room that already is planned for. The space that has been given to the project is big enough to take another room |
| To | Project manager |
| Raised By | The community |
| Priority | High |
| Date Raised | 20 April 2020 |
| Status | Approved |

1. **Please refer to the table in task 1 and 2**
2. **Please refer to the table in task 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **budgeted** | **Actual** | **variance** |
| **House planner (HP)** | R1 500.00 | R1 200.00 | R300.00 |
| **Land surveyor (LD)** | R7 000.00 | R6 149.00 | R851.00 |
| **Builders** |  |  |  |
| foundation builders X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| Roofers X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| Plasters X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| Painters X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| Electrician X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| Plumbers X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| Cleaners X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| brick layers X3 | R13 440.00 | R10 080.00 | R3 360.00 |
| site manager X 1 | R13 440.00 | R10 080.00 | R3 360.00 |
| **Material** |  |  |  |
| Bricks | R 5000 | R 6000 | -R1 000.00 |
| Cement | R6 400.00 | R6 400.00 | R0.00 |
| Wall stabilizers | R6 000.00 |  | R6 000.00 |
| Paint | R3 600.00 | R3 800.00 | -R200.00 |
| Roofing timber | R13 000.00 | R6 000.00 | R7 000.00 |
| Roof tiles | R13 000.00 | R12 500.00 | R500.00 |
| Miscellaneous (nails, hinges, etc.) | R15 000.00 | R8 000.00 | R7 000.00 |
| Sinks | R5 000.00 | R5 000.00 | R0.00 |
| Pipes | R6 000.00 | R5 050.00 | R950.00 |
| Toilets | R5 000.00 | R5 000.00 | R0.00 |
| Bath tubs | R6 000.00 | R6 000.00 | R0.00 |
| Doors exterior | R3 600.00 | R3 600.00 | R0.00 |
| Doors interior | R6 000.00 | R6 000.00 | R0.00 |
| Lighting bulbs | R2 400.00 | R3 000.00 | -R600.00 |
| Wiring | R7 000.00 | R6 500.00 | R500.00 |
| Switches and plugs | R4 500.00 | R5 600.00 | -R1 100.00 |
| Electricity boxes | R3 000.00 | R2 800.00 | R200.00 |
| Windows | R1 200.00 | R1 500.00 | -R300.00 |
| Window patty | R1 000.00 | R800.00 | R200.00 |
| **Equipment** |  |  |  |
| PPE | R13 800.00 | R15 800.00 | -R2 000.00 |
| Tools (shelves, pikes etc. ) | R8 400.00 | R9 600.00 | -R1 200.00 |
| Wheel barrows | R2 400.00 | R3 000.00 | -R600.00 |
|  | R261 760.00 | R214 019.00 | R46 741.00 |

1. **Please refer to the table in task 4**

**WBS**