



(PMAS-AAUR)
Pir Mehr Ali Shah
Arid Agriculture University

MONTHLY PROJECT STATUS REPORT

PREPARED BY:

Rabia Khalid Umar

19-Arid-1214

BS Software Engineering
Arid Agriculture University

PRESENTED TO:

Miss Sarfaraz Bibi

Instructor Arid University

PROJECT NAME:

Fauji Towers

SUBMISSION DATE:

February 5, 2022

Table of Contents

<i>Summary:</i>	3
Problem Statement:	3
Proposed Solution:	3
Recommendation:	4
<i>1. Introduction:</i>	4
1.1 Purpose:	4
1.2 Background:	4
1.3 Method of investigation:	4
1.4 Scope:	5
<i>2. Discussion:</i>	5
2.1 Status of Project:	5
2.2 Milestones:	6
2.3 Labor requirement for each milestone:	7
2.4 Comparison chart for required Labor and already working labor:	8
2.5 Material information:	8
2.6 Overall Project Rating:	9
2.7 Cost Required:	10
2.7.1 Cost Required For Material:	10
2.7.2 Cost Required For Workers:	11
2.8 Progress Rate:	12
<i>3. Conclusion and Recommendation:</i>	13
3.1 Conclusion:	13
3.2 Recommendations:	13

Summary:

Problem Statement:

This monthly project report is prepared to outline the progress of Project of Fauji Towers, set to be launched on April 25, 2022. The company encountered challenges on the delivery of materials as the vendor is not agree to give the material on the same rate as was specified earlier , having less labor, low budget and some technical glitches from company official website . The progress rate of the project continuously decreases which is an alarming situation for the company.

Proposed Solution:

As we all know that the launched date of project is coming and we have to handover the project before it. So, we have to take some effective steps to overcome the challenges as:

- We have to find out the new vendor who can sell the raw material with the same quality and rates as was specified earlier or also we can have a face to face conversation with the previous supplier to resolve the conflict between him and us by making some adjustment about the prices and make him agree to sell us the required stuff. .
- The manpower has to be increased .For this we have to hire the new workers according to the project need
- We should announce the overtime of the previously working labor and should provide extra payment for their overtime according to the extra hours they invested in the project.
- Meeting with Directors should be arranged so we can have a conversation with them about the budget required.
- The company official website has to be updated.
- IT manager should check if the website is hacked or having some technical issue and make it run properly as soon as possible to avoid any inconvenience

Recommendation:

- I personally recommend having a table talk with the previous vendor to make adjustments as we don't have much time to find out trustworthy supplier as previous one because he is our vendor for the previous 6 projects and always provide quality.
- Also I recommend starting the overtime of the employees to complete the milestones of the project meanwhile new hiring should be started.
- Meeting (online or offline) should be arranged till tomorrow so the budget can be passed.
- Also IT manager should make availability of company website at least the login and the contact page as the clients are in queue and waiting for our reply.

1. Introduction:

1.1 Purpose:

The purpose of making this report is to investigate the progress of the project having the complete information of how many milestones of project have been achieved and how many of them are left and what are the challenges we are facing in completing them and how to cope up with these challenges to hand over it till the due date.

1.2 Background:

A recent visit on the project site and the report from the senior staff of the project indicates that the whole project is suffering a lot because there are some hurdles that are occurring in the completion of the project including shortage of raw material and other stuff, decline of manpower, low budget and also the problem in sound running of the company's official website.

1.3 Method of investigation:

Report is taken from the senior staff of the project and also I have visited personally and do proper observation and questioners with labor and staff and pinpoint the basic hurdles and challenges the labor and staff is facing now a days.

1.4 Scope:

The report looks into the four main reasons for not proper working at the project site which includes

- Not adequate supply of raw material and other stuff including cables, lights and other machinery
- Less number of labors or workers then are required
- Downtime of company official website.
- Less Amount/Budget

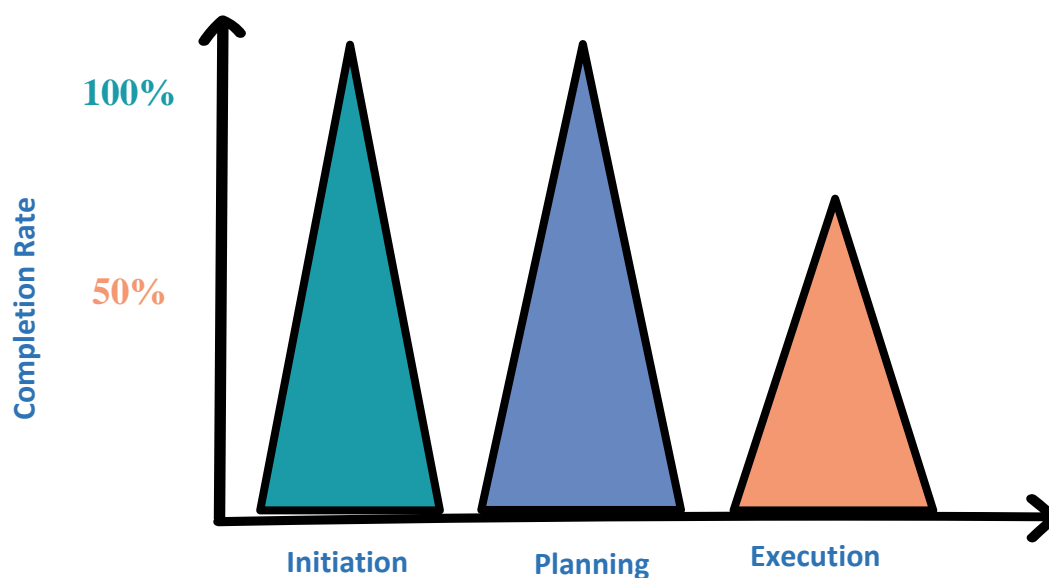
2. Discussion:

2.1 Status of Project:

From my personal visit and reviewing the document and report from the senior staff following is the status of the project phases.

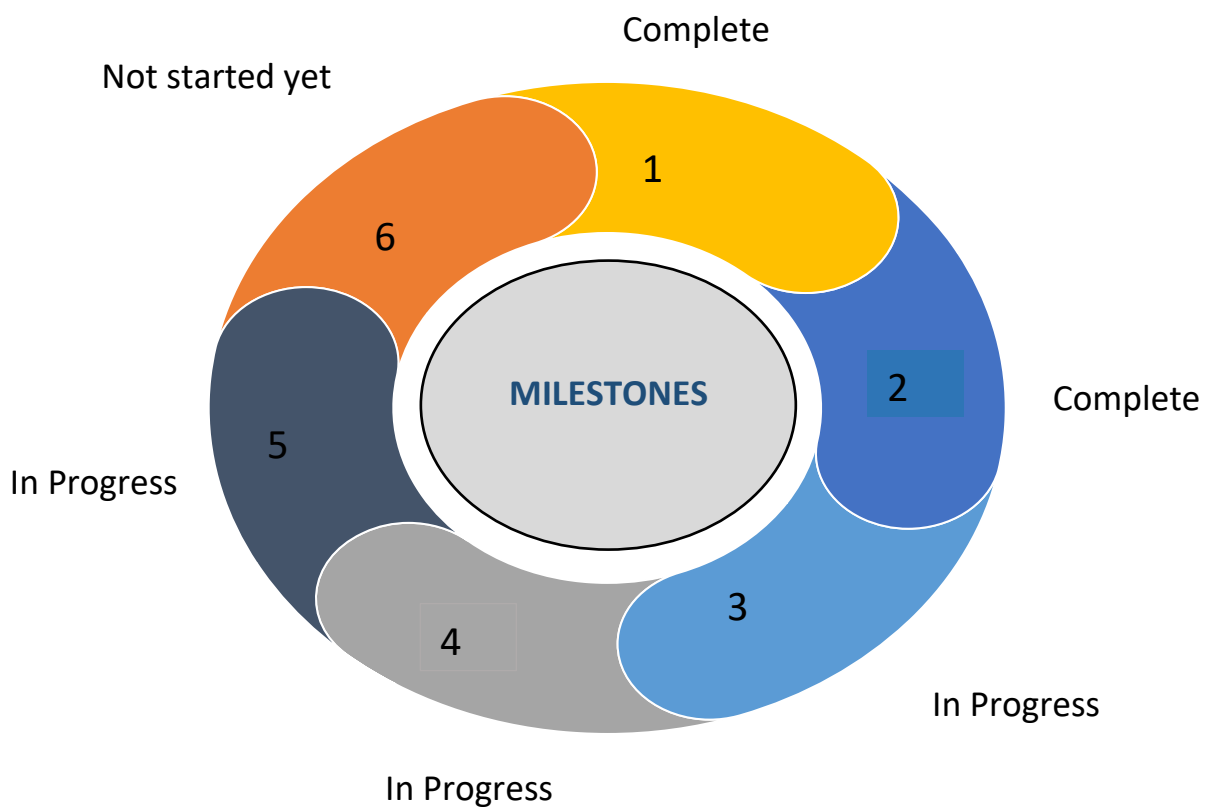
PHASE	DESCRIPTION	STATUS
Initiation	Evaluating the project idea	Completed
Planning	Making roadmap for the rest of the project	Completed
Execution	Applying and Testing the material (lights, cameras, fire Alarm etc.)	In Progress

Percentage of the phases (Completed):



2.2 Milestones:

MILESTONES	DESCRIPTION	STATUS
Milestone 1	Apply wiring on all the floors	Completed
Milestone 2	Apply sockets on all the floors	Completed
Milestone 3	Apply lights and bulbs on all the floors	In Progress
Milestone 4	Apply CCTV cameras on all the floors	In Progress
Milestone 5	Apply fire alarms and wall LED's on all the floors	In Progress
Milestone 6	Test all the material apply on different floors	Not started yet

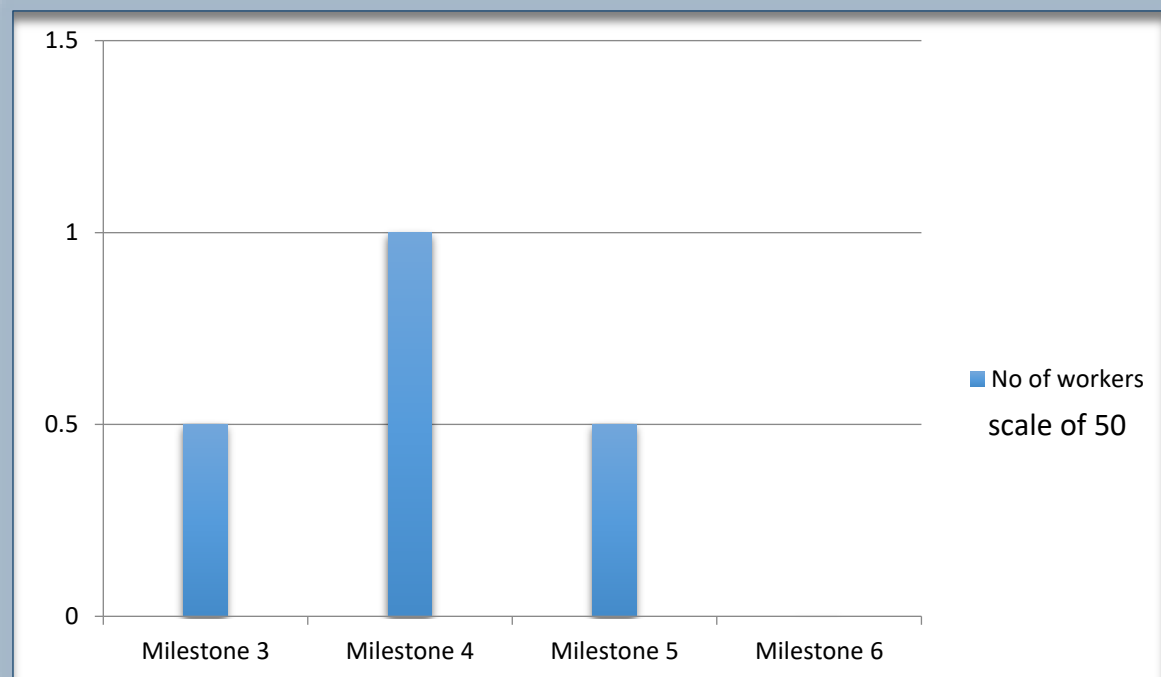


2.3 Labor requirement for each milestone:

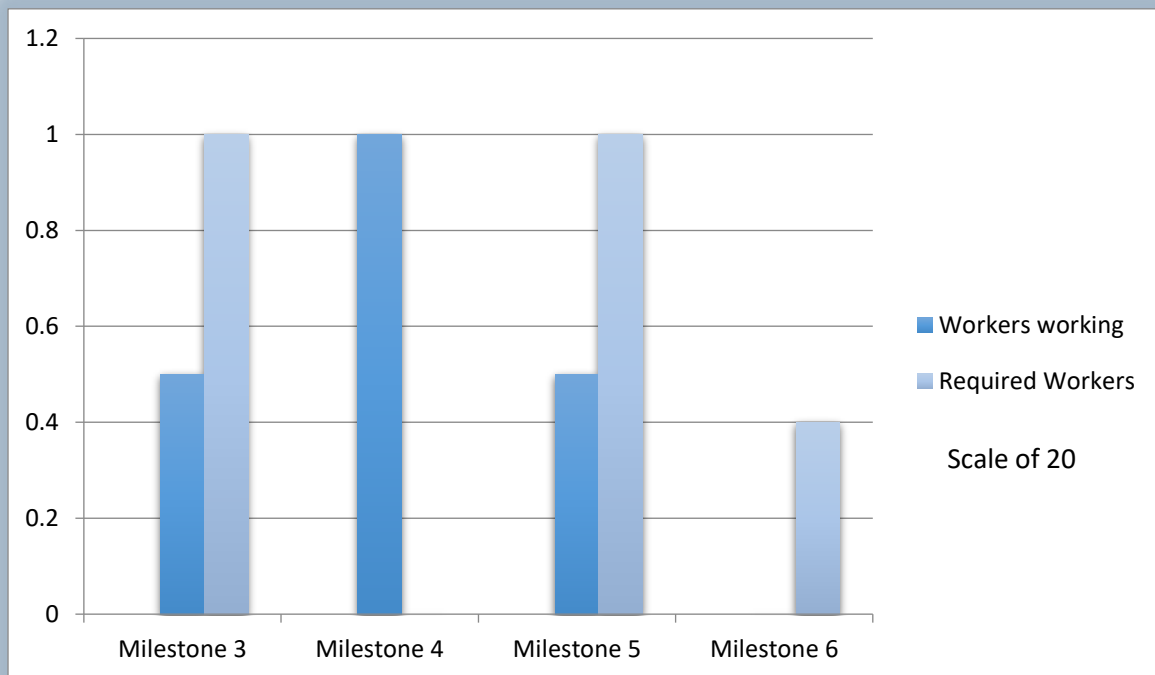
Number of workers required and are currently working on different milestones are as under:

MILESTONES	CURRENT WORKERS	REQUIRED
Milestone 3	50	100
Milestone 4	100	150
Milestone 5	50	100
Milestone 6	00	40

Here is the graphical representation of the graph which represents how much number of workers is working on each milestone.



2.4 Comparison chart for required Labor and already working labor:



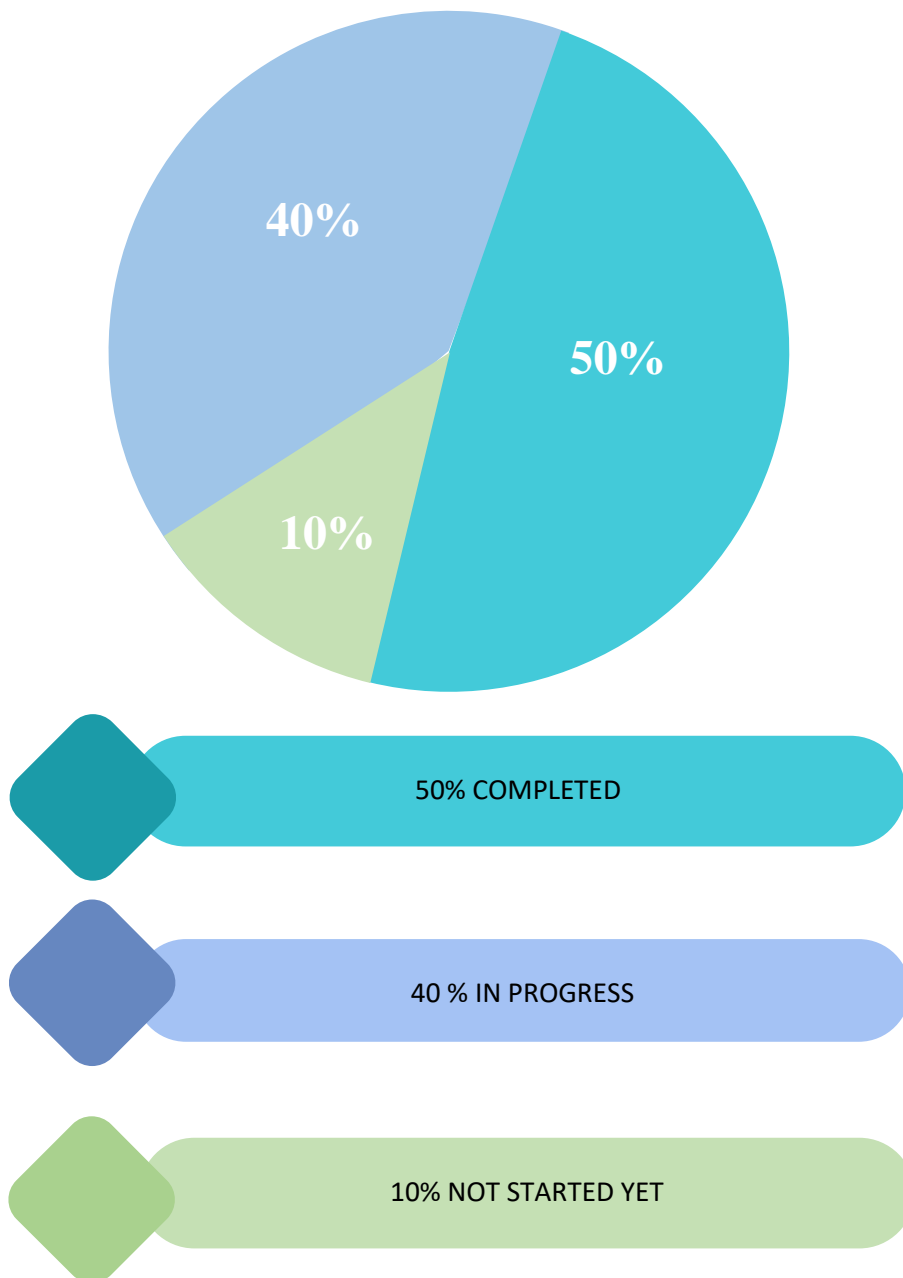
2.5 Material information:

The material currently available at the site and the material required to complete the whole project is as under:

MATERIAL	PRESENT QUANTITY	REQUIRED
LED lights	200	500
Hangings	000	322
LED lights	190	300
CCTV camera	2	18
Fire Alarm	000	5
Cat 6 cable rolls	10	40

LED's	000	20
-------	-----	----

2.6 Overall Project Rating:



2.7 Cost Required:

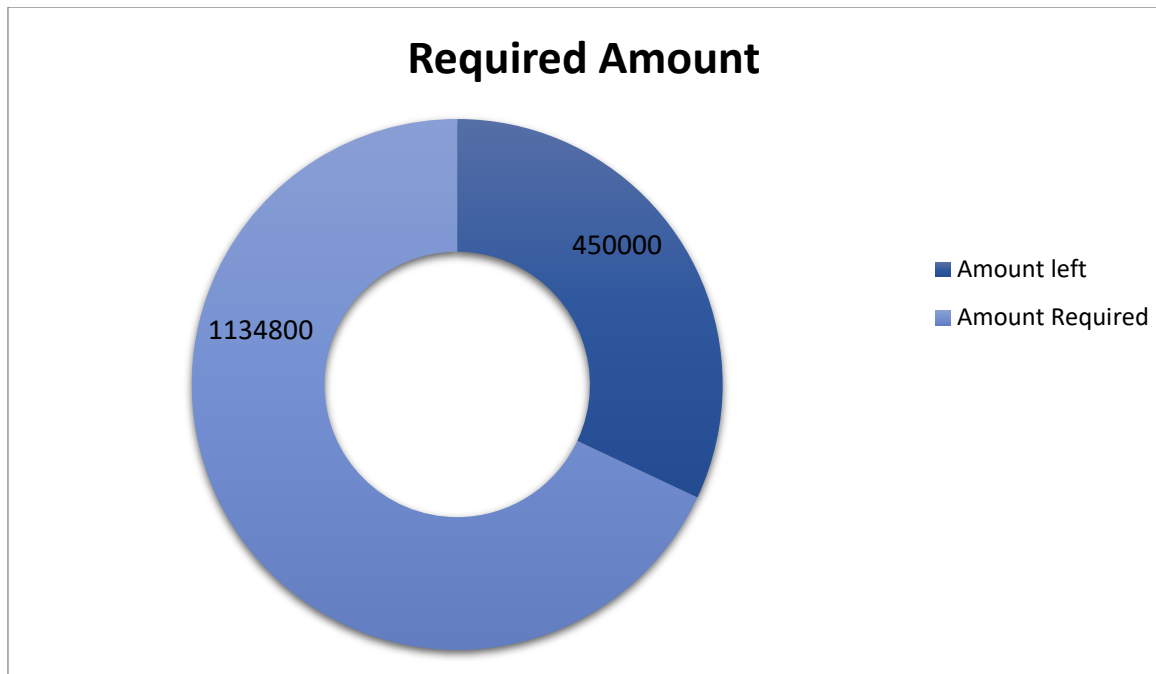
2.7.1 Cost Required For Material:

I have estimated the total cost required to buy the material needed for the project. As the shortage of material can be a big hurdle in not completion of project on time and we can suffer from it in the end.

MATERIAL	REQUIRED	BUDGET REQUIRED
LED lights	500	100000
Hangings	322	289800
LED lights	300	60,000
CCTV camera	18	180000
Fire Alarm	5	75000
Cat 6 cable rolls	40	480000
LED's	20	400,000
		1584800

The total estimation by the below chart directly indicates we have left with the total budget of the 450000 which is not adequate and we should have a maximum amount of at least 1000000 So, we have to arrange a meeting either by phone call or by email with directors till by tomorrow to give them an overview about the situation and make them agree to pass the maximum amount within this week.

To arrange a meeting we have two options as we can have face-to-face meeting or we can have an online meeting as it is more convenient and safe during this COVID period. We should invite the directors and all other stakeholders of the project so that each of them understands and situation and take action.



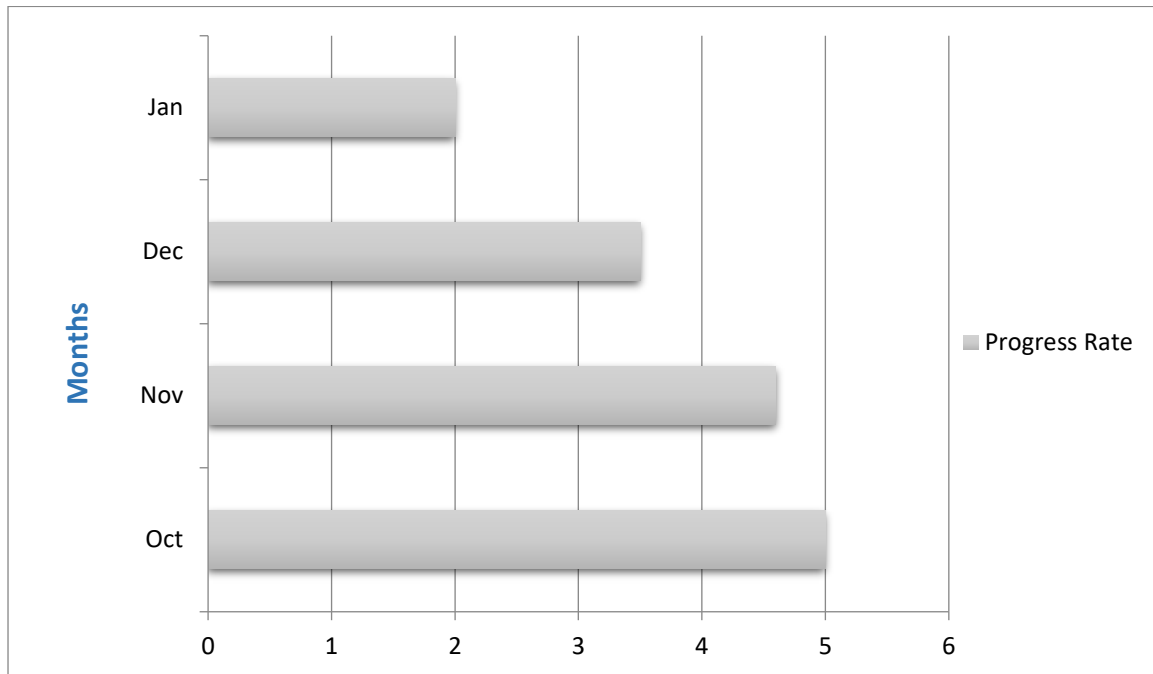
2.7.2 Cost Required For Workers:

MILSTONES	NEW WORKERS = Required-Current	REQUIRED	COST
Milestone 3	100-50	50	68000 approx.
Milestone 4	150-100	50	100000 approx.
Milestone 5	100-50	50	120000 approx.
Milestone 6	40-000	40	60000 approx.
			3483000

The total cost to give the salaries of the workers is about 3483000 so we have to discuss about the need of the workers and have their point of view that how much salary they can give to our workers so keeping in minds their points we will start hiring the labors, supervisors and technicians needed for the project.

2.8 Progress Rate:

The bar graph below shows the Progress of the Project in percentage compared to the last 4 month:



- In October the progress is almost at its peak.
- In November the progress somewhat decreases but overall it is good.
- In December the progress decreases but can be justifiable.
- In January the progress decreases that much that it is not justifiable.

The progress rate is continuously declining from the last 2 months but in January it has decline to that extent that if we don't take action seriously very soon the project maybe gone close which is actually a big alarming situation for the company to take the possible actions as soon as possible otherwise it will be a big disaster for the whole company as we have invested so much time and effort in it.

3. Conclusion and Recommendation:

3.1 Conclusion:

Analysis of the survey data obtained from this project shows that the working at the project site can be stopped at any time because the progress is very low from the last month because of the hurdles that had occurred in the last month. The hurdles are actually a sensitive issue which we have to cope up by making the strategies and plans and by doing the meetings. As the deadline is near and we have to complete the project before the deadline and handover it to the client otherwise we will face a big loss. The overall project rating clearly states that almost 50% work has not been completed yet. Above all the project is at high risk.

The main challenges to the project are:

Challenges:

- Delay in delivery of material
- Less manpower than required
- Shutdown of company official website
- Low Budget

These challenges can be overcome with proper strategies and effort as we have invested a lot in this project. Simply we have to take some proper actions by the help of our team and make them applied as soon as possible to cope up with each risk.

3.2 Recommendations:

Following are the recommendations and action plan for the sound running of the project and completion of it on the proper time. Also which task is assigned to whom who can easily and effectively do it.

Action Plan:

RISKS	ACTION PLAN	ASSIGNED TO
Delay in delivering materials	<ul style="list-style-type: none">• Have a meeting with previous supplier• Arrange a new vendor/Supplier	<ul style="list-style-type: none">• Mr. Ali
Less manpower than required	<ul style="list-style-type: none">• Announce and start overtime of the labors• Hire new employees	<ul style="list-style-type: none">• Mr.Ahmed• Mr.Abdullah
Shutdown of company official website	<ul style="list-style-type: none">• Update the website• Check is it hacked?	<ul style="list-style-type: none">• IT manager Mr.Fahad
Low Budget	Arrange and announce meeting with Mr.Asif (Owner) and their team.	<ul style="list-style-type: none">• Ms. Rabia