



Faculty of Engineering and Information Technology

Department of Computer Science

Information Technology Project Management

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Project: AAUP Club Center



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Table of Contents

CHAPTER ONE: PROJECT PRE-INITIATION AND INITIATION	4
1.1 OVERVIEW	5
1.2 BUSINESS CASE	5
1.3 PROJECT STAKEHOLDERS REGISTER	8
1.4 ORGANIZATIONAL CHART	9
1.5 MANAGEMENT STRATEGY	10
CHAPTER TWO: PROJECT PLANNING	11
2.1 OVERVIEW	12
2.2 PROJECT CHARTER	12
2.3 KICK-OFF MEETING	15
2.4 COLLECTING REQUIREMENTS	16
2.5 PROJECT SCOPE STATEMENT	17
2.6 WORK BREAKDOWN STRUCTURE (WBS)	19
2.7 WBS DICTIONARY	20
2.8 PROJECT SCHEDULE	22
GANTT CHART	23
NETWORK DIAGRAM	24
2.9 PROJECT BUDGET / FINANCIAL ANALYSIS	25
2.10 LIST OF PRIORITIZED RISKS	26
2.11 MILESTONE REPORT	27
CHAPTER THREE: PROJECT EXECUTION	29
3.1 OVERVIEW	30
3.2 PERFORMANCE / PROGRESS REPORT	30
3.3 MILESTONE REPORT UPDATE	31
CHAPTER FOUR: PROJECT MONITORING AND CONTROLLING	33
4.1 OVERVIEW	34
4.2 CONTROL CHANGES	34
4.3 CHANGE REQUEST	35
CHAPTER FIVE: PROJECT CLOSING	38
5.1 OVERVIEW	39

5.2 LESSONS LEARNED REPORT	39
5.3 CONCLUSION	40

List of Tables

Table 1 Business Case	5
Table 2 Project Stakeholders Register	8
Table 3 Management Strategy	10
Table 4 Roles and Responsibilities	13
Table 5 Actions - Kick-off Meeting	15
Table 6 Collecting Requirements	16
Table 7 Project Scope Statement	17
Table 8 Work Breakdown Structure	19
Table 9 WBS Entry	21
Table 10 Project Schedule	22
Table 11 Project Budget	25
Table 12 Financial Analysis	26
Table 13 List of Prioritized Risks	26
Table 14 Milestone Report	28
Table 15 Performance / Progress Report	30
Table 16 Milestone Report Update	31
Table 17 Required Approvals – Change Request	37
Table 18 Lessons Learned Report	39

List of Figures

Figure 1 Organizational Chart	9
Figure 2 Gantt Chart	23
Figure 3 Network Diagram	24

Chapter One: Project Pre-Initiation and Initiation

1.1 Overview

The center will serve as a hub for students to hold gatherings, workshops, and events centered around their individual interests and hobbies. A lot of facilities and resources will be available, such as conference rooms, fully furnished event venues, locations for club supplies to be stored, and access to audio-visual equipment.

1.2 Business Case

Table 1 Business Case

01. Introduction / Background

Arab American University understands the value of creating a lively campus environment that promotes student participation, teamwork, and personal growth. In line with this vision, the project would provide a special area for club activities, creating an active center where student clubs and organizations can succeed.

The center will act as a vibrant setting that encourages innovation, creativity, and the sharing of ideas among students from various academic fields. The university aims to establish an environment that not only supports current clubs but also promotes the creation of new ones by providing high-quality facilities and resources.

02. Business Objectives:

- Providing different student clubs and organizations a designated area to hold meetings, workshops, and events.
- Providing a cooperative atmosphere that promotes student networking, idea sharing, and cross-disciplinary interactions.
- Improving the entire college experience for students by providing state-of-the-art facilities and resources for club activities.

- Providing a sense of belonging through organizing fun events and encouraging a sense of community.

03. Current Situation and Problem/Opportunity Statement

In a university with limited resources, the current situation is that there is a lack of a dedicated club center. As a result, it might be difficult for student clubs to find venues for events and meetings.

The lack of a central hub makes it difficult for clubs to collaborate, network, and grow as an organization as a whole. Additionally, it makes it challenging for organizations to interact with the student body, draw in new members, and positively impact the campus community. Therefore, there is a pressing need for the university to establish a club center that addresses these challenges and creates an environment conducive to club growth and success.

04. Critical Assumption and Constraints

The assumption that the university administration and stakeholders have enough support to acknowledge the value of a club center and allocate necessary resources, despite the present constraints, is necessary for the center's successful implementation with the currently available resources.

It also presumes that it will be possible to convert existing rooms or buildings into the club center without adding additional expenses. The project's scope and scale may be restricted due to the limited financial resources. The project's planning and implementation phases should give serious thought to these presumptions and limits.

05. Analysis of Option and Recommendation

The suggested course of action is to convert an existing, unused space on campus into the club center in light of the aforementioned presumptions and limitations.

This choice provides a cost-effective solution and is in line with the budgetary restrictions. Making a physical center for clubs contributes to the development of a sense of community and offers a unique setting for interaction and collaboration. Utilizing virtual platforms could also enhance the physical center.

06. Preliminary Project Requirements

- Physical Infrastructure.
- Facilities and Amenities.
- Event Management.
- Safety and Security.
- Integration with Campus Infrastructure.
- Sustainability.
- Stakeholders engagement.
- Flexibility and Adaptability.

07. Budget Estimate and Financial Analysis

Although it is difficult to produce a precise budget estimate since it depends on a number of variables, including location, center size, local costs, and individual demands, we can generally break down the project's possible expenses as follows:

- Initial remodeling costs: \$10,000 to \$30,000.
- Furnishings and equipment: \$5,000 to \$15,000.
- Operational costs: \$5,000 to \$15,000.
- Marketing and promotion: \$1,001 to \$5,000.

08. Schedule Estimate

Establishing such a center involves conducting project planning and needs assessment (2-4 weeks), identifying a suitable space (1-2 weeks), renovating and space preparation (6-10 weeks), acquiring furniture and equipment (2-4 weeks), setting up infrastructure (1-2 weeks), for marketing and promotion (2-4 weeks), and launching the center (1-2 weeks). However, the

aforementioned estimates may change based on stakeholders' coordination and unforeseen circumstances.

09. Potential Risks

- Lack of stakeholders' support.
- Limited participation and coordination from the student body.
- Inadequate space and facilities.
- Sustainability challenges.
- Operational challenges.
- Insufficient funding.
- External unforeseen factors.

1.3 Project Stakeholders Register

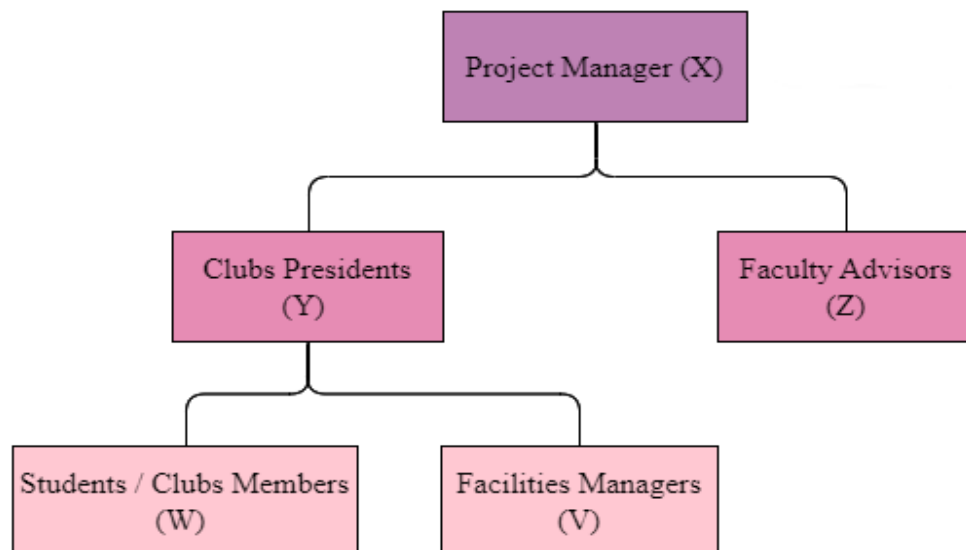
Table 2 Project Stakeholders Register

Role	Name	Internal / External	Position	Contact Info.
University administration	A	Internal	CEO, departments' heads	059A
Student clubs and organizations	B	Internal	Club presidents, club members	056B
Faculty advisors	C	Internal	Faculty members	059C

Students	X	Internal	General student body	059X
Facilities management	Y	Internal	Facilities managers, maintenance staff	056Y
Project management team	Z	Internal	Project manager, project coordinates, team members	059Z
Partners and vendors	W	External	Potential sponsors and vendors	056W

1.4 Organizational Chart

Figure 1 Organizational Chart



1.5 Management Strategy

Table 3 Management Strategy

Name	Level of Interest	Level of Influence	Potential Management Strategies
X	High	High	Prefers to participate actively in the decision-making process, deliver frequent updates, and respond to all issues.
Y	High	Medium to high	Their management strategy involves staying informed, asking for input/feedback, participating in the decision-making process, and highlighting advantages to gain support.
Z	Medium	Low to medium	Tends to participate in decision-making processes, hold discussions, and seek feedback to assure support and direction.
W	Medium to high	Low	Likes to recognize expectations and highlight advantages to increase involvement.
V	Medium	Medium to high	Shows a tendency to participate in conversations to ensure that facility needs are satisfied, seek ideas, work closely with one another, and give frequent updates.

Chapter Two: Project Planning

2.1 Overview

The planning process group for establishing a university club center begins with creating a project charter, followed by a kick-off meeting to align stakeholders. The team then proceeds with collecting requirements through extensive engagement with students, faculty, and club representatives. This information is used to develop a scope statement that outlines the project's objectives, deliverables, and constraints.

2.2 Project Charter

Project Title: AAUP Club Center

Project Start Date: July 1, 2023 **Projected Finish Date:** June 30, 2025

Budget Information:

The estimated budget is \$500,000. Covering the costs of Construction, Equipment, Permits and Regulatory Compliance, Project Management and Professional Services, Contingency, Miscellaneous Expenses, and Funding Sources.

Project Manager: X, 059X, X@gmail.com

Project Objectives:

- **Improve Student Experience:** Create a lively and inclusive environment that enriches the student experience and promotes personal growth beyond the classroom.
- **Support Club Engagement:** Provide well-equipped facilities and resources that allow for increased club participation, membership, and involvement.
- **Promote Community and Networking:** Establish a central hub that encourages cross-disciplinary collaboration, networking, and social interactions among student clubs.

Main Project Success Criteria:

- Completion of the center within the allocated budget and agreed-upon timeline.
- Positive feedback and satisfaction from stakeholders, including student clubs and the broader student community.
- Increased student engagement in club activities and utilization of the center's facilities.
- Adherence with safety regulations, accessibility standards, and building codes.
- Enhanced sense of community and networking among student clubs.

Approach:

- Conduct stakeholder interviews and surveys to determine the critical features and requirements of the center for club activities.
- Analyze feedback from student clubs, faculty advisors, and university administration to ensure the center meets their needs.
- Assign tasks and responsibilities to team members based on their specialization and expertise.
- Regularly communicate and collaborate with team members to ensure effective coordination and progress tracking.
- Implement a document submission process for each working member to evaluate their work and address any errors immediately.

Roles and Responsibilities:

Table 4 Roles and Responsibilities

Role	Name	Organization / Position	Contact Information
University administration	A	CEO, departments' heads	059A

Student clubs and organizations	B	Club presidents, club members	056B
Faculty advisors	C	Faculty members	059C
Students	X	General student body	059X
Facilities management	Y	Facilities managers, maintenance staff	056Y
Project management team	Z	Project manager, project coordinates, team members	059Z
Partners and vendors	W	Potential sponsors and vendors	056W

Sign-off:

A

B

C

X

Y

Z

W

2.3 Kick-off Meeting

Date: 2/6/2023

Meeting Objective: Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans.

Agenda:

- Introductions of attendees
- Background of project
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

Table 5 Actions - Kick-off Meeting

Action Item	Assigned To	Due Date
Share project charter and scope statement	Project Manager	2 Days
Review project scope and provide feedback	Project Team	1 Week
Identify additional center requirement and amenities	Stakeholders	2 Weeks
Prepare draft project schedule and milestone report	Project Manager	3 Weeks

Determine space requirements and initiate site selection	Project team	1 Month
--	--------------	---------

Date and Time of next meeting: 6/6/223, 11:00 AM

2.4 Collecting Requirements

Table 6 Collecting Requirements

Requirement No.	Name	Category	Source	Status
R1	Wi-Fi Connectivity	Hardware	Project Requirement	Completed
R2	Audio-Visual Systems	Hardware	Project Requirement	In Progress
R3	IT specialists	Human	Project Requirement	Completed
R4	IT Infrastructure	Hardware	Project Requirement	Completed
R5	Computer Labs	Hardware	Project Requirement	In Progress
R6	Gaming Equipment	Hardware	Project Requirement	In Progress

R7	Security Systems	Hardware	Project Requirement	Completed
R8	Power and Electrical Infrastructure	Hardware	Project Requirement	Completed
R10	Digital Signage and Information Displays	Hardware	Project Requirement	In Progress
R11	Clubs' Representatives	Human	Project Requirement	Completed

2.5 Project Scope Statement

Table 7 Project Scope Statement

<p>Project Title: AAUP Club Center Date: 3/6/2023</p>
<p>Project Justification:</p> <p>By establishing the center, we hope to provide a dedicated space that fosters collaboration, community-building, and engagement among student clubs and organizations, enhancing the student experience and promoting personal growth.</p>
<p>Product Characteristics and Requirements:</p> <ul style="list-style-type: none"> Adequate space to accommodate multiple clubs and organizations.

- Flexible design to adapt to various club needs and activities.
- Technology equipment and multimedia resources for presentations and events.
- Comfortable seating arrangements, study areas, and breakout spaces.
- Accessible location within the university campus.
- Adequate storage and display options.
- Availability of necessary utilities, like electricity, internet connectivity, and audio-visual equipment.

Summary of Project Deliverables

Project Management-related Deliverables:

Key project management-related deliverables include a project charter that outlines the project's purpose, objectives, and stakeholders; a project plan that defines the schedule, budget, and resource allocation; and a risk management plan to identify and address potential risks.

Product-related Deliverables:

Product-related deliverables consist of a renovated or constructed club center with designated club spaces, meeting rooms, and common area. It also includes the development of club center policies, communication channels, and an organized calendar of club events.

Project Success Criteria:

- Timely completion of the club center within the allocated budget.
- Increased student participation and engagement in club activities.
- Recognition of the club center as a key contributor to the university's student life.
- Efficient management of club center operations.

2.6 Work Breakdown Structure (WBS)

Table 8 Work Breakdown Structure

1. Initiating
1.1 Define Project Objectives and Scope
1.2 Identify Project Stakeholders
1.3 Develop Project Charter
1.4 Conduct Stakeholder Analysis
1.5 Obtain Project Approvals
2. Planning
2.1 Develop Project Management Plan
2.2 Collect Requirements
2.3 Create Scope Statement
2.4 Define WBS
2.5 Develop Project Schedule
2.6 Estimate Project Costs
2.7 Identify Project Risks
2.8 Plan Project Resources
2.9 Plan Procurement
3. Executing
3.1 Procure Club Center Resources

3.2 Coordinate Construction/Remodeling
3.3 Purchase Furniture and Equipment
3.4 Recruit and Train Staff
3.5 Establish Policies and Guidelines
4. Monitoring and Controlling
4.1 Monitor Progress and Performance
4.2 Manage Budget and Expenses
4.3 Track and Report Schedule
4.4 Perform Quality Assurance
4.5 Monitor and Control Risks
4.6 Manage Stakeholders
5. Closing
5.1 Conduct Acceptance and Handover
5.2 Perform Project Closure Activities
5.3 Evaluate Success and Lessons Learned
5.4 Celebrate Launch and Success

2.7 WBS Dictionary

The WBS dictionary is a key document that accompanies the WBS, providing detailed information about each project element. It serves as a reference guide, describing the work or deliverable associated with each element, specifying responsible roles, highlighting dependencies, and including expected durations, resources, costs, milestones, and acceptance criteria. The WBS dictionary aids

project planning, execution, and control, ensuring clear understanding, effective communication, and successful outcomes.

Here's an example on a WBS Dictionary entry:

Table 9 WBS Entry

WBS Dictionary Entry, June 8	
Project Title: AAUP Club Center	
WBS Item Number: 3.5	
WBS Item Name: Establish Policies and Guidelines	
Description: this task involves the development and implementation of comprehensive policies and guidelines for the club center project. It includes identifying areas that require policies, conducting research, developing the policies, gathering stakeholder feedback, and getting approvals. The final policies and guidelines will provide a framework for the club center's operations, ensuring consistency, fairness, and adherence to best practices. Successful completion of this task will contribute to a well-structured club center environment, promoting accountability and facilitating smooth operations.	

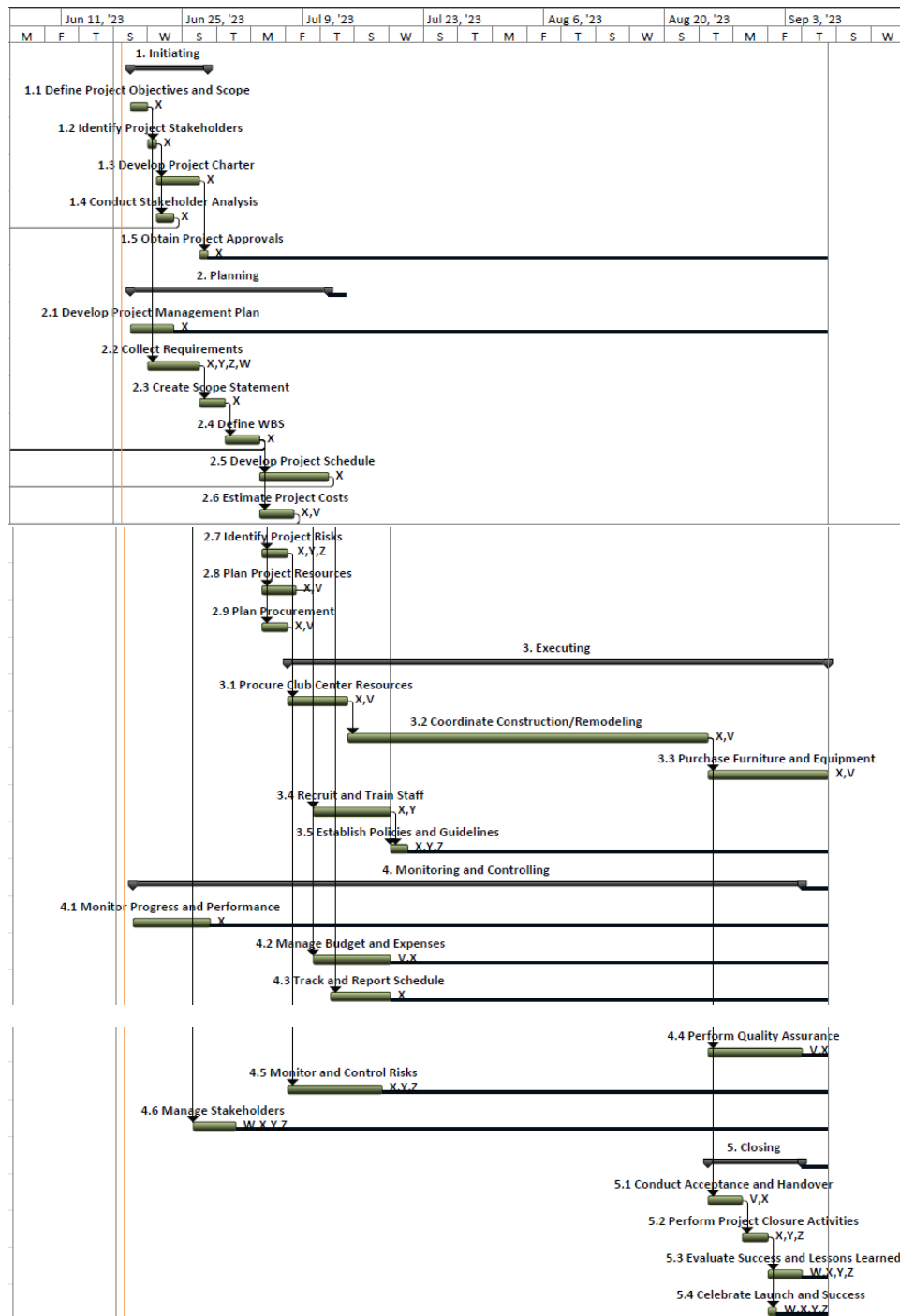
2.8 Project Schedule

Table 10 Project Schedule

Task Mode	Task Name	Duration	Start	Finish	Predecessors
	1. Initiating	7 days	Mon 6/19/23	Tue 6/27/23	
	1.1 Define Project Objectives and Scope	2 days	Mon 6/19/23	Tue 6/20/23	
	1.2 Identify Project Stakeholders	1 day	Wed 6/21/23	Wed 6/21/23	2
	1.3 Develop Project Charter	3 days	Thu 6/22/23	Mon 6/26/23	3
	1.4 Conduct Stakeholder Analysis	2 days	Thu 6/22/23	Fri 6/23/23	3
	1.5 Obtain Project Approvals	1 day	Tue 6/27/23	Tue 6/27/23	4
	2. Planning	17 days	Mon 6/19/23	Tue 7/11/23	
	2.1 Develop Project Management Plan	5 days	Mon 6/19/23	Fri 6/23/23	
	2.2 Collect Requirements	4 days	Wed 6/21/23	Mon 6/26/23	2
	2.3 Create Scope Statement	3 days	Tue 6/27/23	Thu 6/29/23	9
	2.4 Define WBS	2 days	Fri 6/30/23	Mon 7/3/23	01
	2.5 Develop Project Schedule	6 days	Tue 7/4/23	Tue 7/11/23	11
	2.6 Estimate Project Costs	4 days	Tue 7/4/23	Fri 7/7/23	11
	2.7 Identify Project Risks	3 days	Tue 7/4/23	Thu 7/6/23	11
	2.8 Plan Project Resources	4 days	Tue 7/4/23	Fri 7/7/23	11
	2.9 Plan Procurement	3 days	Tue 7/4/23	Thu 7/6/23	11
	3. Executing	45 days	Fri 7/7/23	Thu 9/7/23	
	3.1 Procure Club Center Resources	5 days	Fri 7/7/23	Thu 7/13/23	61
	3.2 Coordinate Construction/Remodeling	30 days	Fri 7/14/23	Thu 8/24/23	81
	3.3 Purchase Furniture and Equipment	10 days	Fri 8/25/23	Thu 9/7/23	91
	3.4 Recruit and Train Staff	7 days	Mon 7/10/23	Tue 7/18/23	51
	3.5 Establish Policies and Guidelines	2 days	Wed 7/19/23	Thu 7/20/23	12,11
	4. Monitoring and Controlling	56 days	Mon 6/19/23	Mon 9/4/23	
	4.1 Monitor Progress and Performance	7 days	Mon 6/19/23	Tue 6/27/23	
	4.2 Manage Budget and Expenses	7 days	Mon 7/10/23	Tue 7/18/23	31
	4.3 Track and Report Schedule	5 days	Wed 7/12/23	Tue 7/18/23	21
	4.4 Perform Quality Assurance	7 days	Fri 8/25/23	Mon 9/4/23	91
	4.5 Monitor and Control Risks	7 days	Fri 7/7/23	Mon 7/17/23	41
	4.6 Manage Stakeholders	5 days	Mon 6/26/23	Fri 6/30/23	5
	5. Closing	7 days	Fri 8/25/23	Mon 9/4/23	
	5.1 Conduct Acceptance and Handover	2 days	Fri 8/25/23	Mon 8/28/23	91
	5.2 Perform Project Closure Activities	3 days	Tue 8/29/23	Thu 8/31/23	13
	5.3 Evaluate Success and Lessons Learned	2 days	Fri 9/1/23	Mon 9/4/23	23
	5.4 Celebrate Launch and Success	1 day	Fri 9/1/23	Fri 9/1/23	23

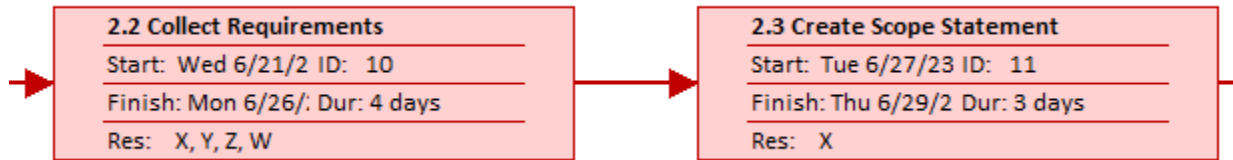
Gantt Chart

Figure 2 Gantt Chart



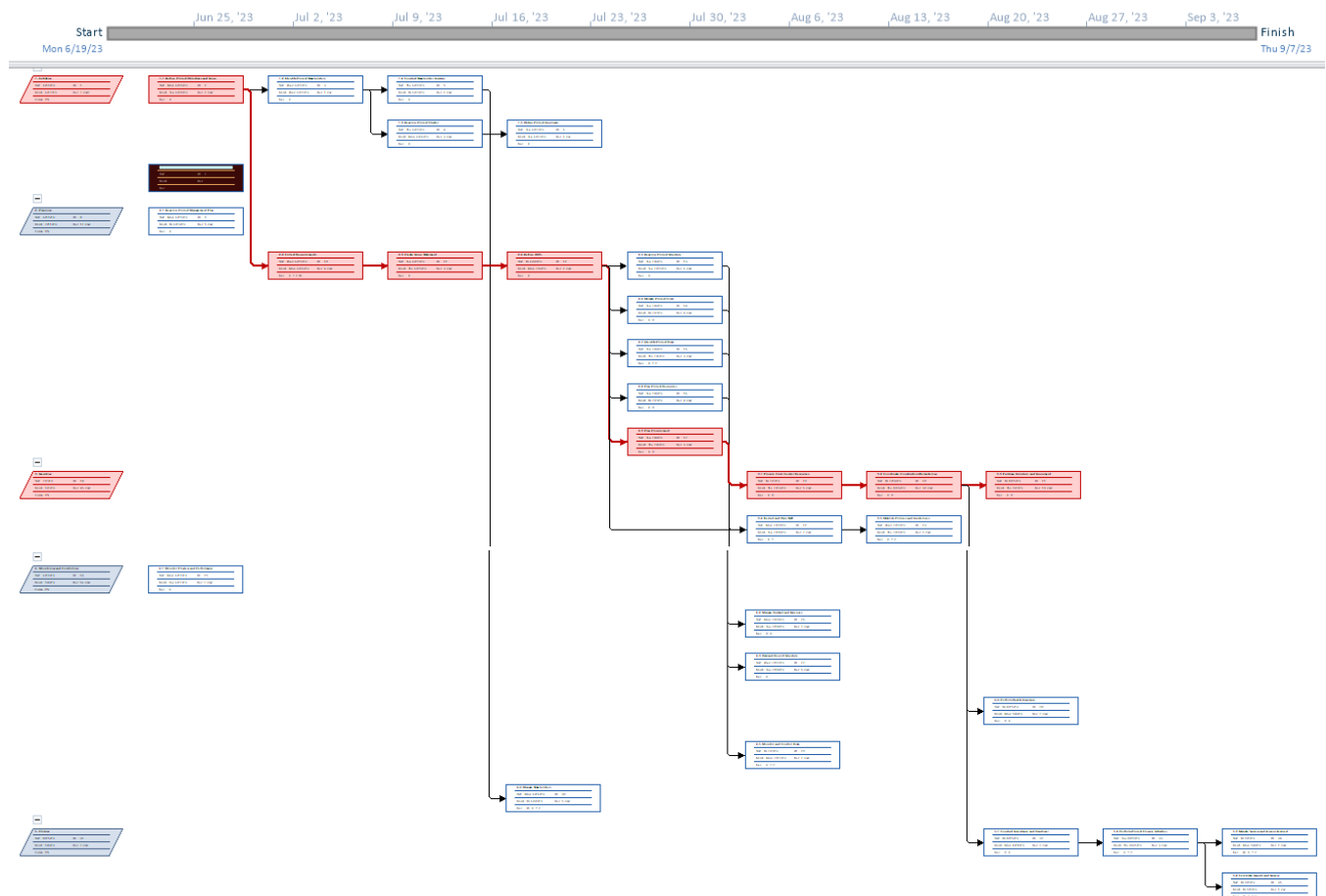
Network Diagram

Each task from the WBS will be displayed in this way:



And the entire WBS will look like this:

Figure 3 Network Diagram



2.9 Project Budget / Financial Analysis

Table 11 Project Budget

Task Name	#Units/Hrs.	Cost/Unit/Hr.	Subtotals
1. Initiating			
1.1 Define Project Objectives and Scope	30	12\$	360\$
1.2 Identify Project Stakeholders	100	10\$	1000\$
1.3 Develop Project Charter	0	0\$	0\$
1.4 Conduct Stakeholder Analysis	20	12\$	240\$
1.5 Obtain Project Approvals	300	12\$	3600\$
2. Planning			
2.1 Develop Project Management Plan	60	12\$	720\$
2.2 Collect Requirements	300	12\$	3600\$
2.3 Create Scope Statement	240	10\$	2400\$
2.4 Define WBS	400	8\$	3200\$
2.5 Develop Project Schedule	500	8\$	4000\$
2.6 Estimate Project Costs	500	12\$	6000\$
2.7 Identify Project Risks	230	20\$	4600\$
2.8 Plan Project Resources	600	20\$	12000\$
2.9 Plan Procurement	100	10\$	1000\$
3. Executing			
3.1 Procure Club Center Resources	300	8\$	2400\$
3.2 Coordinate Construction/Remodeling	230	10\$	2300\$
3.3 Purchase Furniture and Equipment	450	20\$	9000\$
3.4 Recruit and Train Staff	221	12\$	2652\$
3.5 Establish Policies and Guidelines	50	12\$	600\$
4. Monitoring and Controlling			
4.1 Monitor Progress and Performance	230	20\$	4600\$
4.2 Manage Budget and Expenses	400	12\$	4800\$
4.3 Track and Report Schedule	140	10\$	1400\$
4.4 Perform Quality Assurance	712	10\$	7120\$
4.5 Monitor and Control Risks	320	8\$	2560\$
4.6 Manage Stakeholders	450	20\$	9000\$
5. Closing			
5.1 Conduct Acceptance and Handover	200	8\$	1600\$
5.2 Perform Project Closure Activities	210	8\$	1680\$
5.3 Evaluate Success and Lessons Learned	0	0\$	0\$
5.4 Celebrate Launch and Success	0	0\$	0\$
Total Project Cost Estimate:			92,432

Table 12 Financial Analysis

Discount Rate = 10%

Year	0	1	2	3	4	5
Cash Outflow	92,432	300,000	150,000	200,000	100,000	150,000
Cash Inflow	0	400,000	300,000	500,000	150,000	700,000
Net	92,432	100,000	150,000	300,000	50,000	550,000
Discounted Net	92,432	90,909	123,967	225,394	34,150	341,506

NPV = 416,144

ROI = $(1524,322 - 800,827) / 800,827 = 0.09 * 100\% = 9\%$

Payback Period = year 2.

2.10 List of Prioritized risks

Table 13Table 14 List of Prioritized Risks

Ranking	Potential Risk
01	Safety and Security Risks.

02	Delays in the construction process.
03	Failure to meet regulatory requirements.
04	Exceeding the allocated budget.
05	Expansion of the project scope beyond the initial requirements.
06	Stakeholder disagreements.
07	Technology integration challenges.
08	Insufficient user adoption and utilization.
09	Resistance to change.
10	Environmental challenges.

2.11 Milestone Report

In our project management plan, milestones serve as significant checkpoints that mark key accomplishments and progress towards project goals. These milestones represent critical events, deliverables, or achievements that hold strategic importance and help us track our project's overall progress. By setting clear milestones, we can effectively monitor project advancement, identify any deviations from the plan, and make informed decisions to ensure successful project completion.

Table 15 Milestone Report

Prepared by: A

Date: 13/5/2023

Milestone	Date	Status	Responsible	Issues /Comments
Defining project plan, budget and timeline	20/5/2023	Complete	Z	
Developing architectural and interior design plans	28/5/2023	Incomplete	W	
Commencement of construction activities	7/6/2023	Incomplete	W	
Completion of major structural components	14/6/2023	Incomplete	A	
Development of dedicated spaces for meeting rooms, performance areas, and recreational areas	22/6/2023	Incomplete	B	
Final inspections and approvals obtained from relevant authorities	31/6/2023	Incomplete	A	

Chapter Three: Project Execution

3.1 Overview

This process involves the implementation and completion of the project tasks and activities. It is the phase where the project plan is put into action, and the actual construction, procurement, and coordination of activities take place.

3.2 Performance / Progress Report

Table 16 Performance / Progress ReportTable 17

Project Name: AAUP Club Center
Date: 16/6/2023
Reporting Period: 6/6/2023 - 10/7/2023

Work completed this reporting period:

During this reporting period, significant progress has been made in the establishment of the club center. Construction of the main facility has been completed. The procurement of necessary equipment and supplies has also been successfully accomplished.

Work to complete next reporting period:

In the next reporting period, the focus will be on interior finishing work. Additionally, finishing the outdoor space will be a priority. The aim is to complete the remaining construction tasks and ensure that all necessary installations are in place.

What's going well and why:

The construction progress has been on track, thanks to the dedicated efforts of the project team and efficient collaboration with contractors and suppliers. Regular communication and coordination among stakeholders have played a significant role in ensuring timely delivery of materials and adherence to the project schedule. Additionally, the project team's attention to quality control measures has resulted in a high standard of production.

What's not going well and why:

One challenge encountered during this period has been a slight delay in the delivery of certain materials, specifically some custom furniture pieces. This delay was due to unforeseen manufacturing issues at the supplier's end. However, proactive communication with the suppliers and alternative arrangements have been made to lessen the impact of the project timeline.

Suggestions / Issues:

To address the delayed delivery of furniture, it is recommended to establish closer monitoring and follow-up with suppliers to ensure timely production and delivery. Additionally, maintaining clear communication channels with all stakeholders, and holding regular progress meetings will help identify any potential issues early on and facilitate immediate solutions.

Project Change:

No significant project changes have occurred during this reporting period. The project continues to follow the initial scope, schedule, and budget. However, it is anticipated that minor adjustments may be required to accommodate certain design enhancements.

3.3 Milestone Report Update

Table 18 Milestone Report Update

Milestone Report Update: AAUP Club Center
Reporting Period: 25/5//2023 – 23/6/2023

Work completed this reporting period:

- Defining project plan, budget, and timeline – This milestone was successfully achieved on 20/5/2023.
- Developing architectural and interior design plans – Completed on 28/5/2023.

- Commencement of construction activities – This milestone was accomplished on 7/6/2023
- Completion of major structural components – Achieved on 14/6/2023.
- Development of dedicated spaces for meeting rooms, performance areas, and recreational areas – Completed on 22/6/2023

Work to complete next reporting period:

- Final approval obtained from relevant authorities – This milestone is currently incomplete as of this reporting period.

Overall Project Status:

The Club Center has made significant progress during this reporting period. Most of the milestones have been completed successfully, indicating a positive advancement in the project. The remaining milestone, is currently in progress and being actively addressed by the responsible party.

Chapter Four: Project Monitoring and Controlling

4.1 Overview

The monitoring and controlling process involves tracking the project's progress, performance, and risks to ensure it stays in track and meets its objectives. It includes regular project meetings and status updates. Change control procedures are followed to evaluate and manage changes effectively. This process ensures effective project management, adherence to plans, and the successful achievement of project goals.

4.2 Control Changes

1. Change Identification: stakeholders alongside team members identify and submit changes, including a description, reasons, and potential impact.
2. Change Request Review: The Change Control Board evaluates requests, assessing feasibility, alignment, and impact.
3. Impact Analysis: the project team analyzes the change's effects on objectives, deliverables, and stakeholders.
4. Change Evaluation and Decision: the CCB reviews the analysis and decides whether to accept, or reject the change.
5. Change Planning: approved changes are planned, outlining actions, resources, timelines, and adjustments to project documentation.
6. Change Implementation: the project team executes approved changes, adjusting activities, schedules, budgets, and informing stakeholders.
7. Change Documentation: relevant documentation, including approves requests and implementation details, is recorded and maintained.

4.3 Change Request

Project Name: AAUP Club Center

Date Request Submitted: 24/6/2023

Title of Change Request: Modify Recreational Area

Change Order Number: CCR-001

Submitted by: B 056B

Change Category:

☐ Scope ☐ Schedule ☐ Cost ☐ Technology ☒ Other

Description of change requested:

The change request is to modify the interior design of the recreational areas in the center. Specifically, it is requested to incorporate a multimedia entertainment system and gaming consoles to enhance the recreational experience for students.

Events that made this change necessary or desirable:

Recent feedback from the student body and the club representatives highlighted the importance of providing modern recreational facilities. The inclusion of multimedia entertainment and gaming options has been identified as a significant desire among the target users.

Justification for the change/why it is needed/desired to continue/complete the project:

The proposed change is necessary to meet the evolving needs and expectations of the university community. By incorporating a multimedia entertainment system and gaming consoles, we can create a vibrant and engaging recreational environment that will attract and retain students, promoting social interaction and a sense of community.

Impact of the proposed change on:**Scope:**

The change will affect the interior design plans and specifications of the recreational areas, requiring updates to the furniture layout and electrical requirements.

Schedule:

The implementation of the change may require additional time for procurement, installation, and integration of the multimedia entertainment system and gaming consoles. It is estimated to add approximately two weeks to the project timeline.

Cost:

The proposed change will incur additional costs for the purchase and installation of the multimedia entertainment system and gaming consoles. A cost estimate of \$50,000 has been prepared for the procurement and setup of the required equipment.

Staffing:

The change will not have a significant impact on staffing requirements. However, coordination with the interior design team, technology vendors, and contractors will be necessary for successful implementation.

Risk:

The introduction of new technology and equipment may introduce potential technical complexities and compatibility issues. Adequate testing and quality assurance measures will be implemented to mitigate any associated risks.

Other:

The proposed change aligns with the project's objective of creating a dynamic and modern facility that meets the diverse recreational needs of students.

Suggested implementation if the change request is approved:

1. Assess the specific requirements for the multimedia entertainment system and gaming consoles, including technical specifications, integration capabilities, and compatibility with existing infrastructure.
2. Engage with vendors and obtain cost estimates for the procurement of the equipment.
3. Collaborate with the interior design team to update the layout and electrical plans accordingly.
4. Ensure proper installation and testing of the multimedia entertainment system and gaming consoles to guarantee functionality and user satisfaction.

Required approvals:

Table 19 Required Approvals – Change Request

Name / Title	Date	Approve / Reject
A	29/6/2023	Approved
C	4/7/2023	Approved
Z	8/7/2023	Approved

Chapter Five: Project Closing

5.1 Overview

This process signifies the completion of a project, including finalizing deliverables, conducting reviews, and capturing lessons learned. It ensures adherence to project objectives, facilitates smooth transition, and concludes administrative tasks.

5.2 Lessons Learned Report

Table 20 Lessons Learned Report

Project Name: AAUP Club Center Project Sponsor: A Project Manager: X Project Dates: 19/6/2023 – 4/9/2023 Final Budget: 92,432\$
<p>1. Did the project meet scope, time, and cost goals? The project met the scope goals by successfully delivering all planned deliverables and meeting the specified requirements. However, there were slight delays in the timeline and minor cost overruns due to unforeseen circumstances.</p> <p>2. What was the success criteria listed in the project scope statement? It included the timely completion of the club center within the allocated budget, increased student participation, recognition of the club center as a key contributor to the university's student life, and the efficient management of club center operations.</p> <p>3. Reflect on whether or not you met the project success criteria. The project team successfully met the objectives of completing the center within the budget, it has attracted a high level of student engagement in club activities contributing to a vibrant campus community and enhancing the overall student life experience. However, there were slight delays in the timeline, which impacted the launch date.</p>

4. In terms of managing the project, what were the main lessons your team learned?

The importance of proactive risk management and effective communication. It was crucial to identify and address potential risks early on to mitigate their impact on the project. Additionally, maintaining regular communication with stakeholders helped manage expectations and address any concerns promptly.

5. Describe one example of what went right on this project.

The efficient coordination and collaboration among the project team members. Regular team meetings, clear roles and responsibilities, and effective communication facilitated smooth progress and decision-making.

6. Describe one example of what went wrong on this project.

The unexpected delays caused by external factors, such as adverse weather conditions and regulatory approvals. These delays required adjustments to the project schedule and added unforeseen challenges.

7. What will you do differently on the next project based on your experience working on this project?

Based on the experience from this project, the team will focus on conducting a more detailed risk assessment at the early stages of future projects and implementing proactive measures to mitigate potential risks. Additionally, a stronger emphasis will be placed on monitoring external factors that may impact project timelines. Improved contingency planning and alternative approaches will be considered to minimize the impact of unforeseen circumstances.

5.3 Conclusion

In conclusion, the completion of AAUP Club Center has been a resounding success. We have achieved our project goals by meeting scope, time, and cost targets. The successful implementation of the project has resulted in a state-of-the-art club center that has surpassed the defined success criteria. The center

has become a focal point for student engagement and a vital part of the university's student life. It has provided valuable lessons in project management, and our team has gained insights into effective resource allocation, stakeholder engagement, and operational efficiency. Overall the club center project stands as a testament to our team's dedication, collaboration, and ability to deliver a successful outcome.