**CONTRACT OF WORK**

**GROUP 18**

**BACKGROUND**

The project is put in place for E-solutions retail company, the reason for this project is to manage the company’s move into a new warehouse to enable the launch of the company’s E-commerce department.

**GOALS**

* To completely move into a new warehouse in 23 weeks
* To order all material needed for the project well in time for delivery
* To hire the relevant contractors well in time before their task start date

**SCOPE**

The purpose of this project is to have an E-commerce department moved into a new house in 23 weeks. This will be done by designing the layout of the project, supplying all necessary material to contractors for installation of a telecommunications system, fixture and fittings, data capture points and an integrated suite of hardware and software.

**KEY STAKEHOLDERS**

* Project Manager – changes after each project phase
* Client – E-Solutions
* Sponsor -
* Team members

**PROJECT MILESTONE**

Start date - 04 June 2018

End date - 11 November 2018

Invoicing dates – xx xx xxxx

**PROJECT BUDGET**

the target budget for the project is ***£123,500***

|  |  |
| --- | --- |
| ***Description*** | ***Estimated Cost £*** |
| **CLIENT WORK:** |  |
| Agreement of plan  Cost/Schedule Control,  etc. (100 hours at £20/hour) | 2000 |
| **Sub‑Total Head Office** | **2000** |
|  |  |
| **MATERIALS:** |  |
| Network server | 10000 |
| 20 PCs for the system including data capture points | 12000 |
| Telecommunications system | 8000 |
| Integrated Software | 8000 |
| Fixtures and fittings | 11500 |
| **Sub‑Total Materials** | **49500** |
|  |  |
| **CONTRACTORS:** |  |
| Fixtures and fittings | 20000 |
| Telecommunications system | 20000 |
| Network engineers | 20000 |
| PCs and data capture points | 10000 |
| Software | 2000 |
| **Sub-Total Contracts** | **72000** |

**CONSTRAINTS**

* Material delivery delays
* Exceeding budget
* Contractors not coming in on time
* Faulty material/equipment

**ASSUMPTIONS**

* Planning phase already established
* Agreement of plan has been done
* Risk assessment has been put into place
* Monitoring and controlling is been done in every phase of the project

**RISKS**

* Tigh**t** time frame

**DEPENDENCIES**

* Current accounting system to link with the new secure payment system and an order tracking and processing system