

Master Kitchens

Project Plan

**Small Kitchen Renovation
(Time, Cost, Quality)**

Kitchen Renovation

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Time Management

Estimating Resources

Methods used:

1. Expert Judgment

- Seek estimates from shop fitter and inspectors we approach for hiring.

2. MS Project

- Use MS Project to ensure the same resource is not double booked.

3. Published Estimating Data

- Do an internet search and check online forums to see amount of resources people generally have used to complete similar tasks.

Comment [R1]: Light in detail but consistent with the project

Estimating Time

Methods used:

1. Expert Judgment

- Seek estimates from shop fitter and inspectors we approach for hiring.

2. Analogous Estimating

- Check internet forums to see how long it generally takes people to accomplish similar tasks.
- Consult Bob and Jane about the amount of time it took to complete the various activities when they refurbished their own kitchen.

Project Schedule

See appendix A for Gantt Chart

See appendix B for network diagram

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Cost Management

Cost Estimates

The following methods were used to determine cost estimates:

1. Vendor Bid Analysis

- Estimates will be obtained for outsourcing various tasks to vendors.

2. Expert Judgement

- Obtain estimates from inspector and shop fitters.

3. Analogous Estimating

- Ask Bob & Jane about costs incurred when they refurbished their own kitchen.
- Check internet forums for other people's cost experiences.

Comment [R2]: Light in detail but consistent with the project

Cost Assumptions

- Labour costs are assumed as follows based quotes received:

Resource	Standard Rate	Overtime Rate	Cost / Usage
PM1	\$0.00/hr	\$0.00/hr	\$0.00
PM2	\$0.00/hr	\$0.00/hr	\$0.00
Shop Fitter	\$50.00/hr	\$100.00/hr	\$0.00
Electrician	\$60.00/hr	\$120.00/hr	\$0.00
Plumber/Gas Fitter	\$65.00/hr	\$130.00/hr	\$0.00
Inspector	\$0.00/hr	\$0.00/hr	\$100.00

- Additional costs will be incurred for upgrading our health insurance& Home Content insurance
- Budget cannot exceed \$15,000.00

Determine Budget

Please see table below for total direct and indirect costs.

Cost of goods and labour hourly rates were determined by obtained quotes and as specified in the Assumptions section.

Amount of labour resources required and additional electricity used were estimated as outlined in the Cost Estimate section above and Time Management section.

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Item	Cost Type	Cost	Contingency %	Multiplication Factor	Cost including Contingency
Kitchen Fitout	Direct	4,300.00	10%	1.1	\$4,730.00
Paint	Direct	200.00	10%	1.1	\$220.00
Appliances	Direct	5,400.00	5%	1.05	\$5,670.00
Flooring	Direct	400.00	10%	1.1	\$440.00
Splashback	Direct	700.00	10%	1.1	\$770.00
Sink	Direct	320.00	10%	1.1	\$352.00
Council Fee	Direct	200.00	0%	1	\$200.00
Shop Fitter	Direct	800.00	20%	1.2	\$960.00
Electrician	Direct	240.00	10%	1.1	\$264.00
Plumber/Gas Fitter	Direct	260.00	10%	1.1	\$286.00
Inspector	Direct	100.00	0%	1	\$100.00
PM1	Direct	0.00	0%	1	\$0.00
PM2	Direct	0.00	0%	1	\$0.00
Additional Health Coverage	Indirect	300.00	0%	1	\$300.00
Home Content Insurance	Indirect	400.00	0%	1	\$400.00
Additional Electricity	Direct	100.00	0%	1	\$100.00
Total		13,720.00			\$14,792.00

The cost of the project is calculated to be \$13,720.00

The cost of project including contingencies is calculated to be \$14792.00

The budget is within the \$15,000 limit even with contingencies taken into account.

Comment [R3]: Budget is well done – very clear.

Cost Management Procedures

Cost responsibilities are jointly shared by the two assigned project managers.

Any changes to scope affecting costs need to go through the change management process and receive approval of both project managers.

Any costs that exceed the budgeted contingency amount need to be documented and signed off by both project managers.

Comment [R4]: You should have detailed the process for spending the contingency \$. Who approves this?

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Quality Management

Quality Requirements

- Meet Australian standards
- All work and appliances to have at least two years of warranty.
- Finished product to match specified design.
- All deviations from scope and specified design to be documented and approved via the change management process.

Comment [R5]: Too vague – which ones?

Comment [R6]: As documented in...the ?

Quality Management Process

1. Quality Assurance

- Quality Assurance to be conducted each day by both project managers.
- Work not meeting required standards to be reported promptly responsible resource for corrective action.
- Check list in appendix C to be used during daily quality assurance checks.
- Signed checklist to be filed each day by both project managers.
- Any defects or works of inferior quality detected will be entered in the defects tracker and monitored for correction. Please see appendix D.
- MS Project will also be updated at the end of each day by both PMs in order to track progress against schedule.
- If project deviates by more than 0.5 day from schedule the problem will be escalated by holding a time management meeting.
- If regular defects / time slips are detected, a meeting will be held with involved parties to assess issues and put in place improved processes.

Comment [R7]: This is well done.

Comment [R8]: Good approach

Note: Please see appendices C and D.

2. Quality Control

- An expert independent inspector will be hired for final inspection of work prior to acceptance.
- Check list in appendix C will be completed by inspector in addition to any of inspector's own reports.
- Any defects or works of inferior quality detected will be entered in the defects tracker and monitored for correction. Please see appendix D.

Comment [R9]: Good you understand the distinction between QA and QC

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Note: Please see appendices C and D.

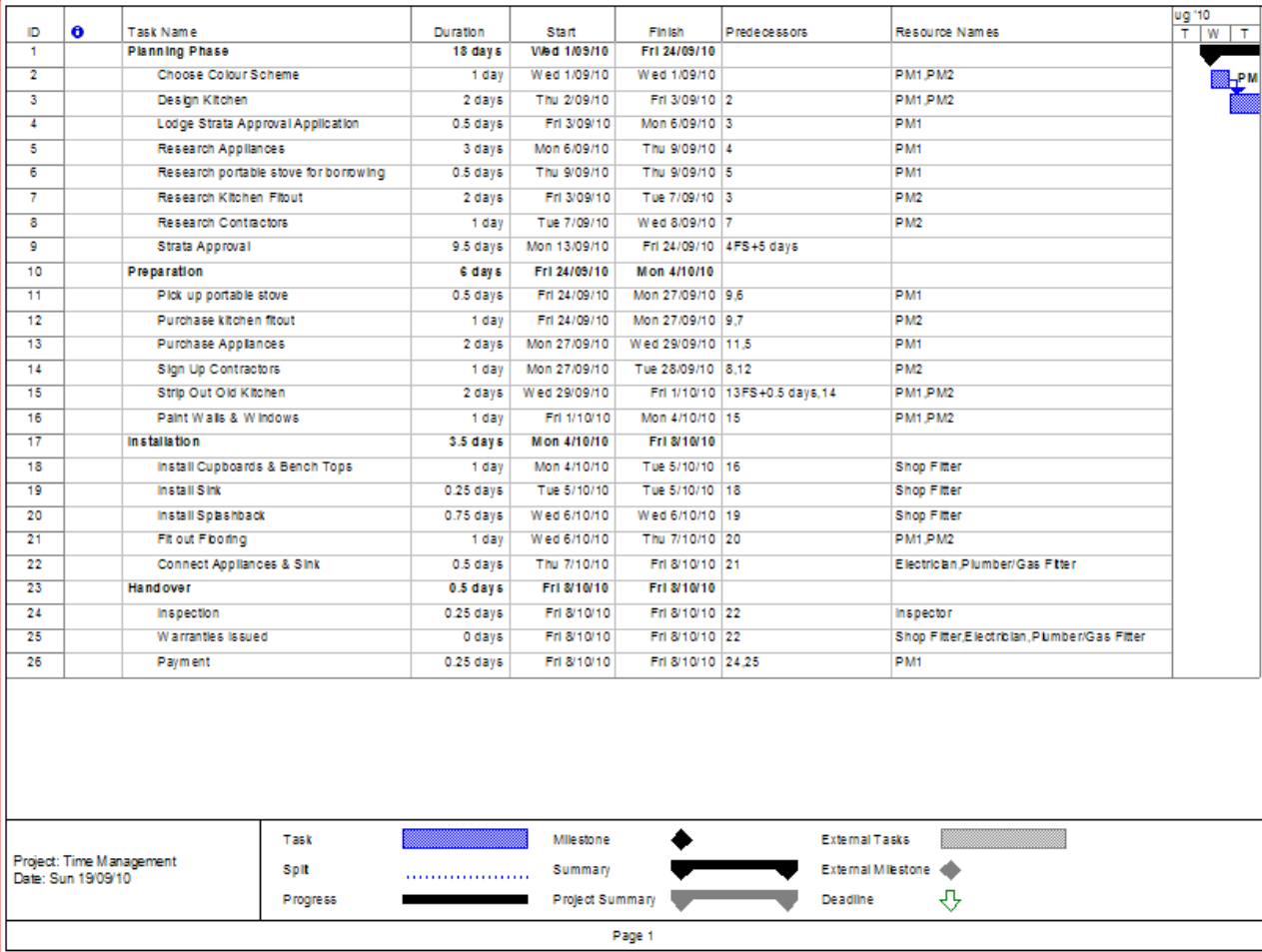
Cost of Quality

It is expected that each PM will spend 30 minutes each day on quality assurance steps highlighted above.

Each PM will spend 1 hour on quality control prior to final project acceptance and an independent inspector will be hired for quality control purposes at the cost detailed in the Cost Management Section.

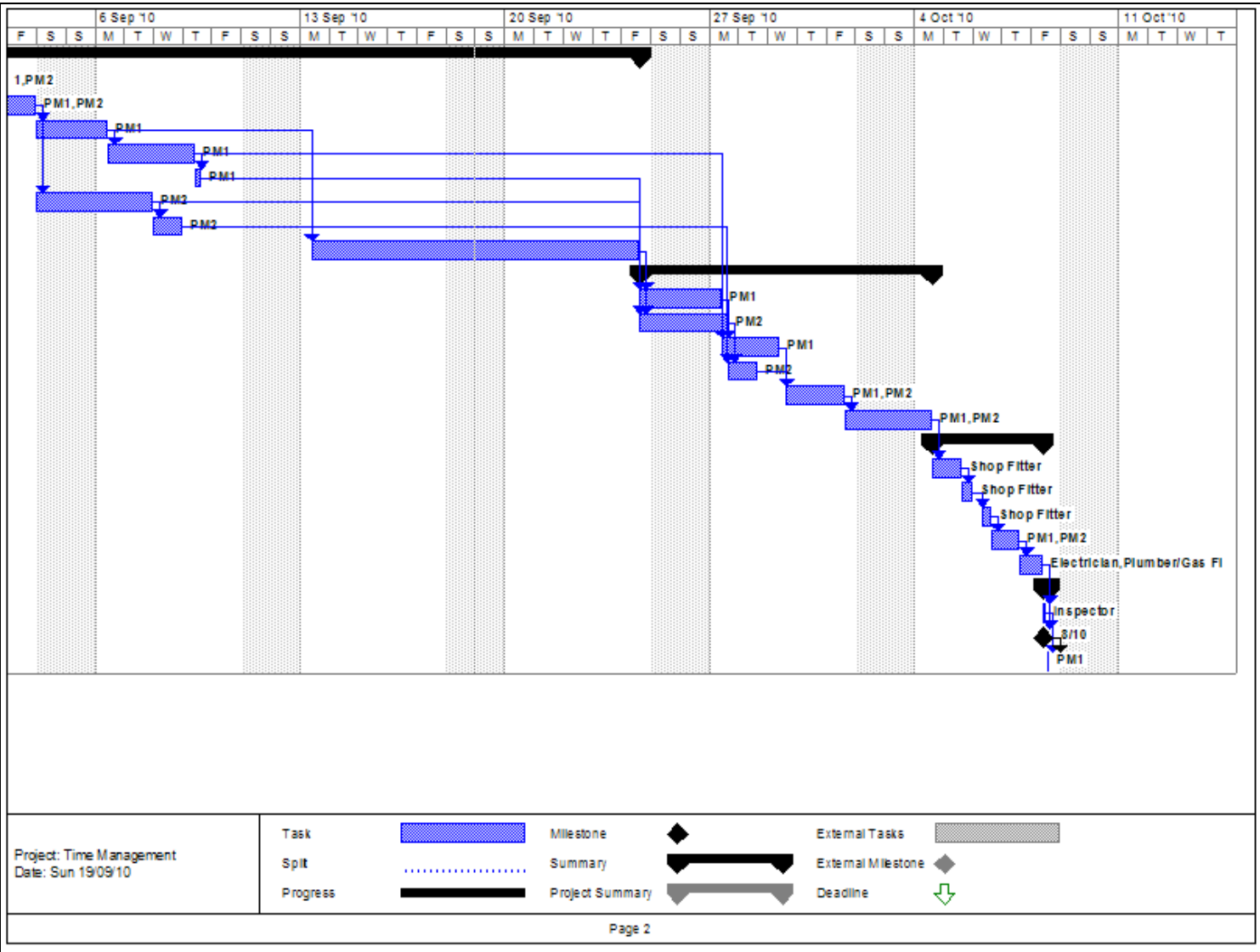
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Appendix A – Gantt Chart



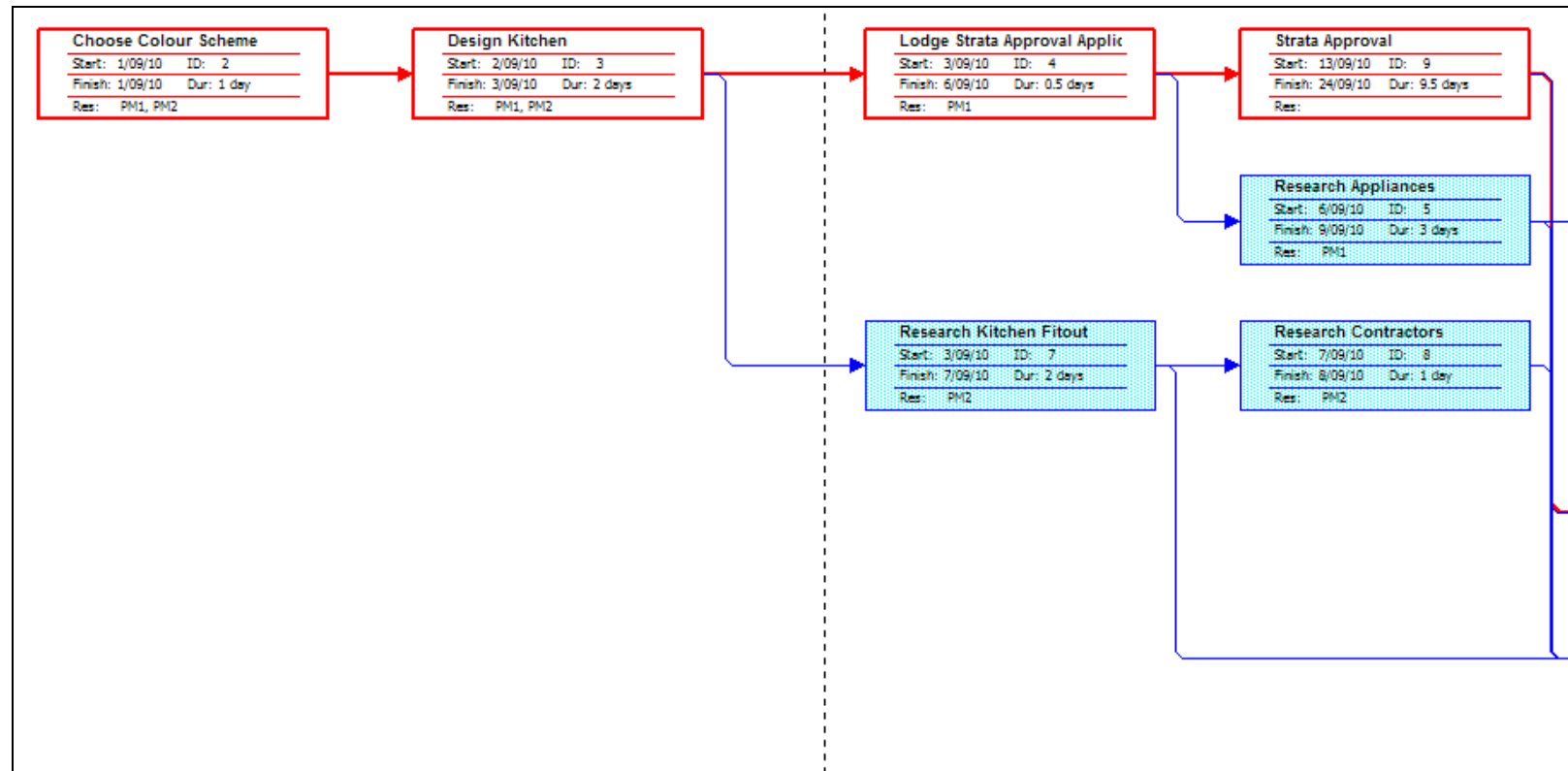
Comment [R10]: Gantt looks good. The milestone should be the last task.

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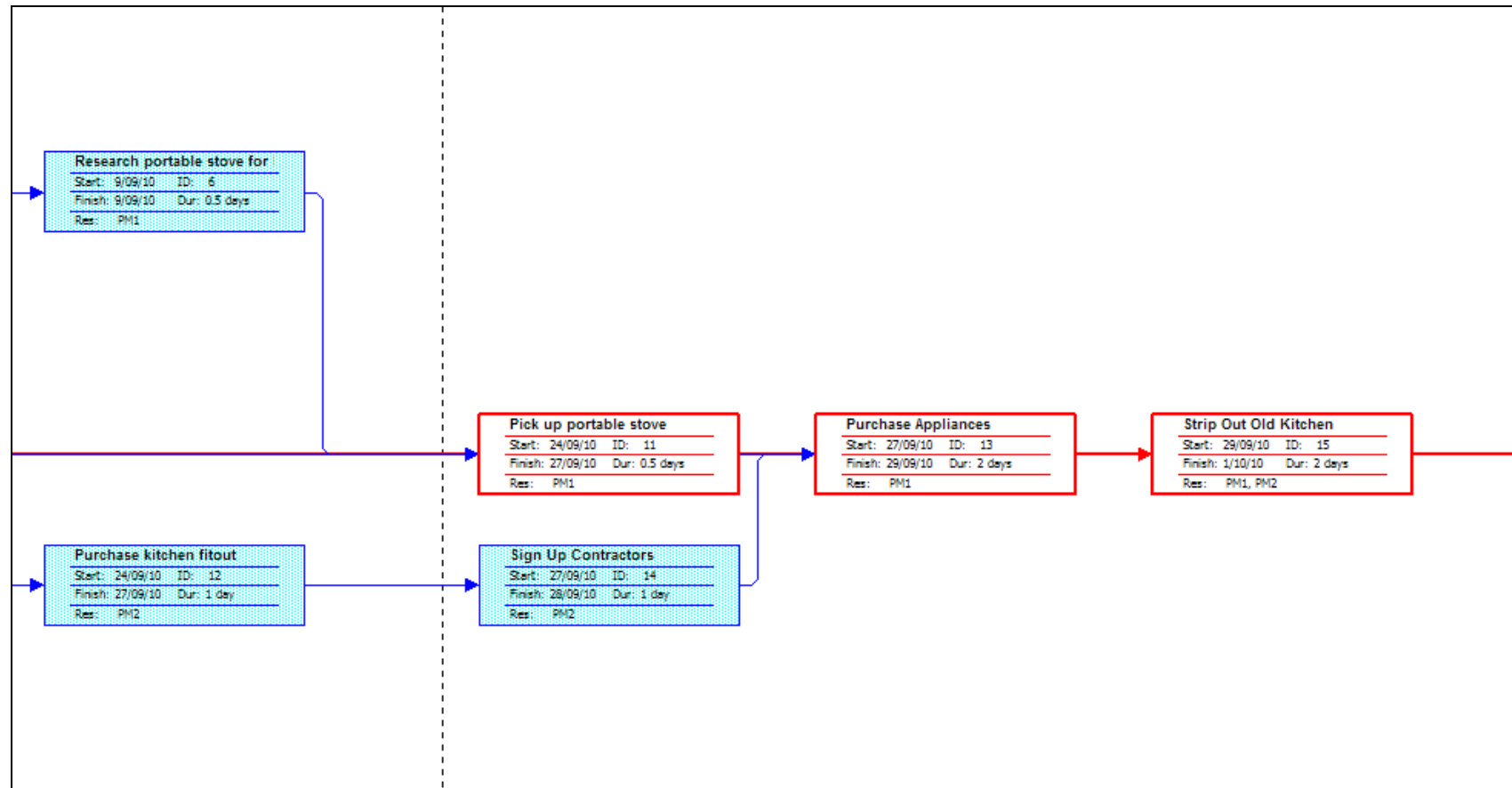
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Appendix B – Network Diagram

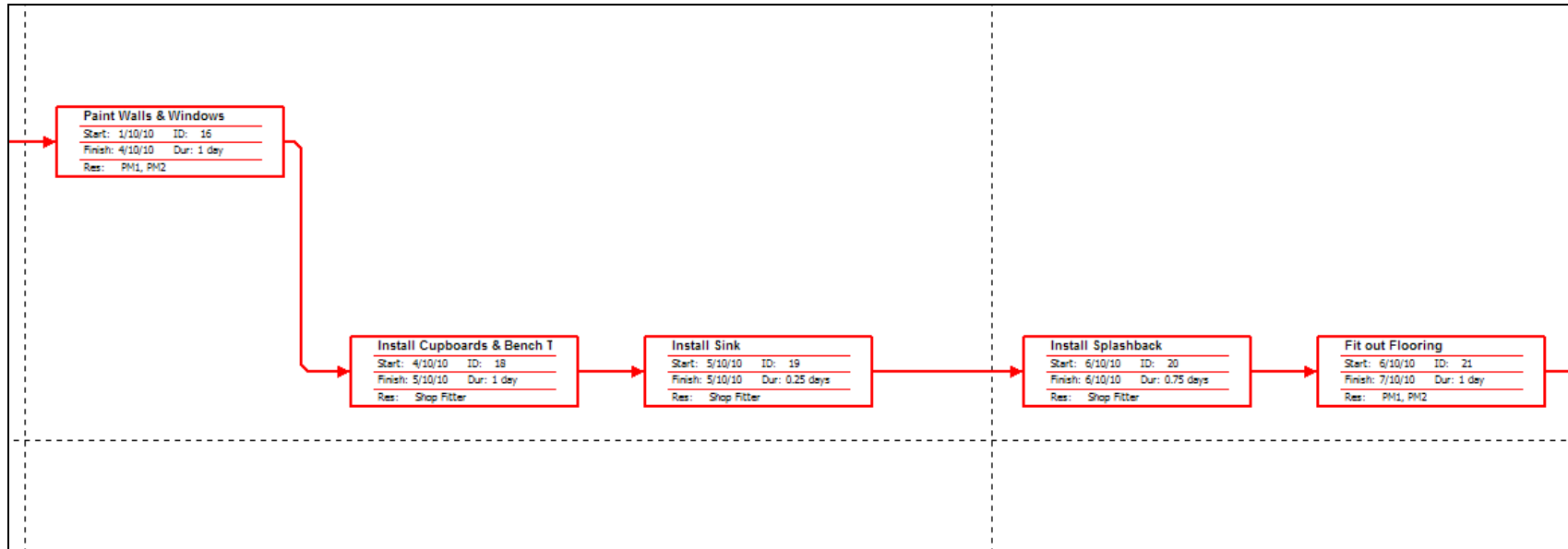


Comment [R11]: This should be labelled correctly – what information does this show?

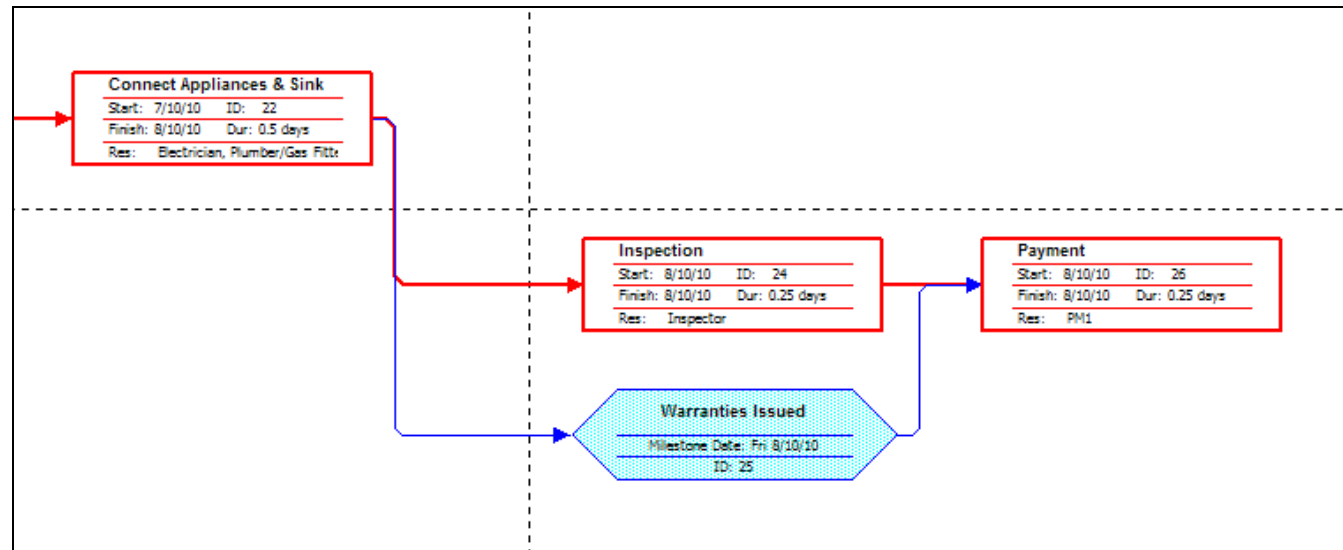
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Appendix C – Quality Check List

Comment [R12]: This is very well done.

Inspector Name:				
Inspection Date:				
Category	Check	OK	Not OK	Comments
Appliances	Do they have required functionality			
Appliances	Reputable brand			
Appliances	Min 2 year warranty			
Appliances	Does not clash with colour scheme			
Appliances	Working order after connection			
Appliances	fitted properly and firmly in place			
Appliances				
Kitchen fit out	Does it fit with the colour			
Kitchen fit out	Ergonomic design			
Kitchen fit out	Reputable brand			
Kitchen fit out	Doesn't have sharp edges			
portable stove	Working order			
portable stove	placed in a safe and practical location			
portable stove	Ventilation			
Painted Walls	Washable paint			
Painted Walls	Matches colour scheme			
Painted Walls	No Blotches on walls			
Painted Walls	Wall edges painted cleanly and crisply			
Fitted Kitchen	Installed firmly			
Fitted Kitchen	All doors and drawers open and close smoothly			
Fitted Kitchen	All surfaces clean			
Fitted Kitchen	No sharp edges			
Splashback	Fitted in correct location			
Splashback	Matches colour scheme			
Splashback	Waterproof			
Splashback	Fitted smoothly			
Flooring	Matches colour scheme			
Flooring	Non slip when wet			
Flooring	Layed out smoothly			
Sink	Fitted smoothly			
Sink	No water accumulation			
Sink	No leaks			
Contractors	At least 5 years of experience			
Contractors	References checked.			
Contractors	possess indemnity insurance			
Contractors	punctual			
Pending Work:				

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Appendix D – Defect Tracker

[illegible]