

## **CONSTRUCTION OF AUDITORIUM**

### **FOR SUPERIOR GROUP OF COLLEGES, LAHORE**

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**SEMESTER:** SPRING-2016, MSPM - III

**PROGRAM:** MS (PROJECT MANAGEMENT)

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**BAHRIA UNIVERSITY LAHORE CAMPUS**

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**SUBMITTED TO:** MR. AHSAN MAQBOOL

**SUBMISSION DATE:** June 11<sup>th</sup>, 2016

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**SUPERIOR GROUP OF  
COLLEGES**  
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**TO WHOM IT MAY CONCERN**

**SUBJECT:** Letter of acknowledgement for professional experience

This witness statement is issued to the applicant for the fulfilment of his/her MS Project Management Program requirements being carried out at Bahria University Lahore Campus.

It is witnessed that Mr. Syed Abbas Jafri, Enrollment 03-298151-027 and Ms. Aisha Naeem, Enrollment 03-298151-030 class: MSPM-III; Semester: Spring 2016 has contracted / Visited / frequently utilized our premises / participated in our real time projects for implementation project management skills using MS Project/EPM as a leading software tool.

He/she, in case of participation in organizing's project, has contributed fully / partially in the following Project and within the highlighted fields:

1. Performed detailed analysis on the Project of **Construction of Auditorium** managing through **MS Project**.
2. Further he/she focus on Planning, Scheduling, Earned Value Analysis, Monitoring, Report Generation and Claim debugging.

Additionally, it is noteworthy to mention that Mr. Abbas Jafri and Ms. Aisha Naeem demonstrated good ethical practices, enthusiastic approach to work, task convergence capabilities, professionalism while his/her stay/ concern with this organization.

College of Commerce

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292

  
Principal

## 1. Abstract

Being in charge as a Project Manager, you have to keep focus on project success. A successful project is one in which the art and skills of project management are rigorously applied. It arouses the need to formalize the project management practice to meet it with the acknowledged standard of PMBOK as per ANSI standard. So, in this regard to fulfil the desired needs and achieve the success criteria the term "PMO" (project Management Office) is considered as the righteous way to achieve project management standards to achieve success criteria as per ANSI standards.

According to a research by the Standish Group, 19% project fails and 46% project significant challenges, such as delays, budget overrun etc. These all are due to unlimited planning undocumented project management methods, uncontrolled and reactive delivery, unrealistic budget or time expectations, or lack of executive commitment.

According to this report a PMO model has been recommended for the company for overcoming the causes of failure after studying the need of a PMO in the organization as we as the part of Superior Group of Colleges. A PMO can be defined in different ways. However, according to PMI (Project Management Institute), a PMO can be defined as:

“An organizational body or entity assigned various responsibilities related to the centralized and coordinated management of projects under its domain”.

Furthermore, a project timeline has been created for the selected project in the company. We have studied “**Dynamics of PMO and EPM Server**” as an elective course in the degree program MS (Project Management) at Bahria University Lahore Campus by respected teacher Mr. Ahsan Maqbool who has been kind enough to guide us throughout the course.

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### 3. Introduction:

Lahore is known as Pakistan's education capital, with more colleges and universities than any other city in the country. Most of the reputable universities are public, but in recent years there has also been an upsurge in the number of private universities.

Superior group of college started its journey in the year 2000 by establishing superior college Lahore, within short span of time; it became first choice of people and due to its quality education along with personality development, true professionalism and career planning. The institution has successfully emerged as one of the prestigious institutions of the province having remarkable impact rendering quality education. The College is committed to be recognized as one of the best colleges of the Province, while emphasizing strong moral and ethical values.

Currently Six campuses of superior Group of colleges are rendering their services to the masses of Lahore. Separate campuses for Intermediate boys and girls are situated in the centre of the city to ensure an unbothered access on part of the students.

Superior College for Women is also making its marks by empowering the women by equipping them with ornament of education.

**Superior Commerce College** is studded with the best faculty in town teaching and training young commerce graduates with highly up to date knowledge in a professionally grooming environment.

**Superior college of Law** is carrying out programs of B.A with Law, LLB and LLM under the supervision of a team of highly experienced lawyers and foreign qualified specialists.

**Superior Accountancy College** is also another valuable addition to the Superior gems. It is offering new course like ACCA, BS Accounting and Finance, MS Accounting and Finance, CIMA and meeting the new demands of the changing world.

**Superior College of Computer Technology** is exploring the new horizon through computer engineering and different IT technology.

**Superior University Lahore** is the largest feather in the already feather studded cap of Superior Group of Colleges. Away from the buzz of the city in the serene environment of Raiwind in the suburbs of Lahore, Superior University is the most notable structure with its State of the art architecture. The university ranked 2<sup>nd</sup> in Lahore by HEC ranking in Management Sciences.

**Azra Naheed Medical College and Chaudhry Muhammad Akram Teaching &**

**Research Hospital** aims to provide the state of the art medical facilities to the poor patients of the area.

## Construction of Auditorium at Superior Group of Colleges, Lahore

It will give an excellent platform to our medical graduates, pharmacists and physiotherapists for clinical training and medical research. The hospital's Block-A is consisting 150 beds and a fully functional emergency ward wherein consultants of all major clinical specialties visit the OPD on regular basis. Block-B of Chaudhry Muhammad Akram Teaching & Research Hospital is consisted of a city of 350 beds with one of the best clinical labs and all major clinical departments. For the community health development purpose specialized courses will be introduced at the hospital to train supporting staff like nurses and paramedics especially from the premises adjacent to the hospital.

Architecture Engineering **WELLNESS Pharmacy** are some of the other educational branches where Superior is providing its services

As this city has become a hub of educational institutions, Superior Group of College has strengthened its ties with Lahore by continuing not only the legacy of educational glory of the city but also performing its social responsibility by educating and highlighted the problems of common people through its radio channel **FM Boom106.6**, newspaper **NAI BAAT** and News Channel **NEO**.



HEC RANKED  
SUPERIOR  
2<sup>nd</sup> IN PUNJAB &  
7<sup>th</sup> IN PAKISTAN



### 3.1. Vision:

**“Facilitating Superior Human Beings”**

### 3.2. Mission:

We are committed to

- enhance the potentials of students, faculty, staff and all segments of the society by bringing a positive change in their personal and career lives.
- Motivate them for self-enlightenment through Quality Education, Personality Development, True Professionalism and Career Planning
- Add value to our nation, and ultimately to humanity.

May ALLAH Almighty help us!



### 3.3. Culture:

Any organization can't be successful until involved its all employees and giving them sense of ownership. In Superior there is a culture of ownership. Ownership enhances confidence, motivation level of the employee, and their faith in the organization.

It's not merely technique that creates a big difference; it's in addition a university's lifestyle, the values in addition to precisely what this represents.

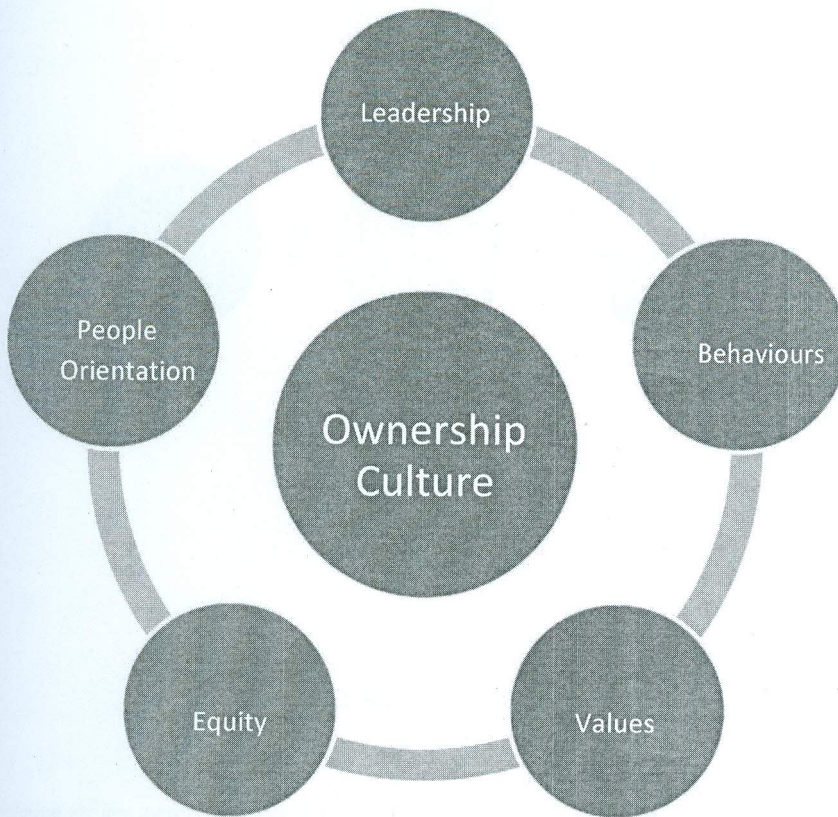


Figure: 1 Superior Culture

### 3.4. Strategy:

To achieve success, a business desires in excess of real long term and short term goals. What's more, it takes a thorough strategic composition which strongly aligns the particular core grounds involving company supervision. Superior identifies this framework.

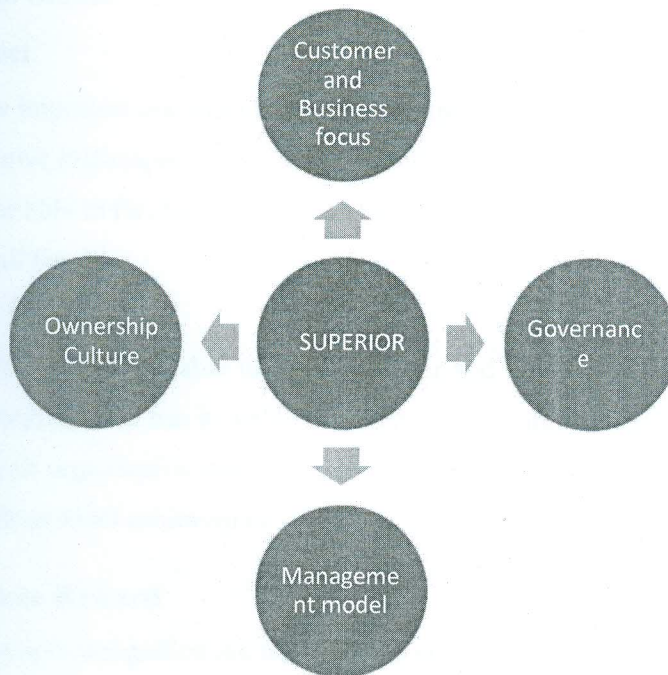


Figure: 2 Superior strategy

Business strategy of an organization depicts that what It is going to do by implementing the main points like governance, management model, ownership culture and other factors combine to make a solid business strategy. The strategy is whatever we are going to deliver to achieve our business goal through getting a support from our critical success factors.

### 3.5. Value:

- ✓ Self-Respect
- ✓ Team Building
- ✓ Righteous Path
- ✓ Performance Reward
- ✓ Phenomenal Growth

#### 3.5.1. Self-Respect

Self-respect is very important and essential to every employee working in our organization. When we will not give self-respect to our employees they will think so low about themselves that they will not be able to function maximum at workplace properly because they will remain depressed all the time.

#### 3.5.2. Righteous Path

As we are at righteous path, we able to perform better and deliver out best output. This all happens when an organisation has its value to achieve maximum from existed infrastructure. The employees of our organisation understand such values and thinks that these values help a lot to understand the product achievement.

#### 3.5.3. Performance Reward

Acknowledgements and recognition are necessary to give your team a motivation and valour to perform better and do their best.

#### 3.5.4. Phenomenal Growth

Our aim is to soar higher and to achieve phenomenal growth and and it will be achieved when each and every pillar of the organisation perform better and at the right time to work like a team.

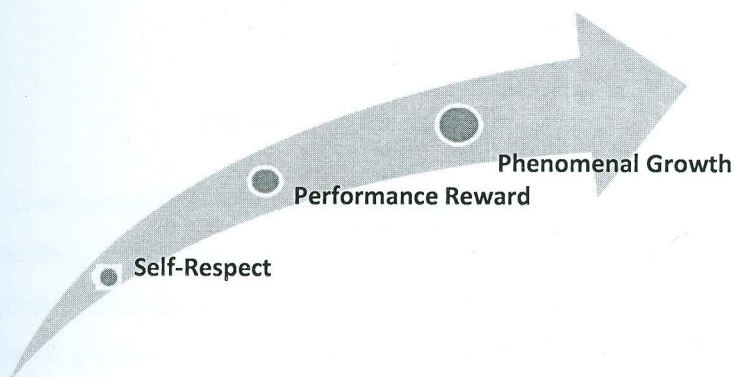
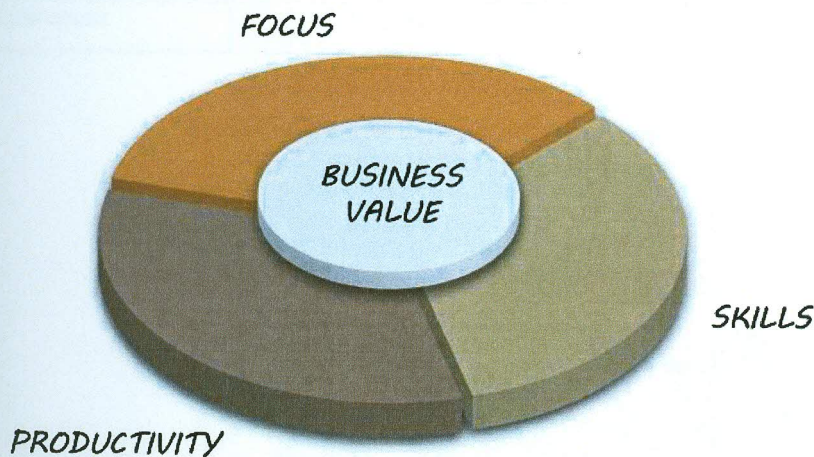


Figure: 3 Superior value

### 3.6. Services and Business focus:

We as a Superior University believe in overall satisfaction of our clients (students) and parents to get maximum from us. While an immaterial idea, having a decent notoriety can advantage a business in a large number of ways including: consumer inclination; support for an association in times of emergency or discussion; and the future estimation of an association in the commercial centre.

On the off chance that an association has a decent notoriety in the commercial centre, customers may have an inclination for that organization regardless of the fact that there are comparable organizations offering the same items or administrations at various costs. The notoriety of an association can empower an organization to separate its item in exceedingly aggressive markets, permit it to have premium evaluating, and can turn into a definitive variable in whether a client chooses to disparage one business over another.



**Figure: 4 Business focus**

The productivity in education is to provide the knowledge and skills to the students that after getting the degree they will serve the organization with their skills and focus. It can be achieved by rigorous training and practical experience and knowledge that Superior University is keen to provide in the market place. As giving its services in the field of medicine, engineering, social science other contemporary sciences. Superior University is playing its role to deliver better knowledge and understanding.

### 3.7. City wise branches and Sub-campuses:

Since 2002, after getting a chartered university status the superior university is expanding itself by opening new branches of colleges and university sub-campuses.

Lahore	Gujranwala	Daska
Gujrat	Kamoki	Sailkot
Kharian	Jehlum	Sargodha
Mailsi	Arifwala	Pasrur
Sahiwal	Chiniot	Bahawalnagar
Pattoki	Multan	Okara
Jahurabad	Narowal	Lodhran
Mandibahaudin	Rawalpindi	Faisalabad
Shiekupura	Bahawalpur	Rahim Yar Khan

Table 1: City-wise detail of Sub-campuses



Figure: 5 Distribution of Campuses in Punjab

### 3.8. Achievements and success Story:

Our achievement and success story is full of continuous improvements and hardworking through several years. We incorporated services regarding provide quality education and other curricular and extra-curricular activities. The Superior group is getting its achievements by every passing day Superior offers a comprehensive range of programmes.

It has W4 category status among universities which is highest category of quality of university having quality facilities and faculty.

The university also have linkages with international partner universities and offering the split degree programme in which a student study half of its education in Superior University and next half of education in one of its partner University and acquires local and global qualification. The programmes which are offered in the university are coordinated with the partner universities and relevant industry and global trends.

### 3.9. Excellence through Quality Enhancement Cell (QEC):

Quality Enhancement Cell is established to improve qualitative and quantitative characteristics to provide quality education with the collaboration of HEC (Higher Education Commission). Excellence is achieved through QEC and its report are generated through QEC body which gives its recommendation to improve our academic programme and continuous improvements.

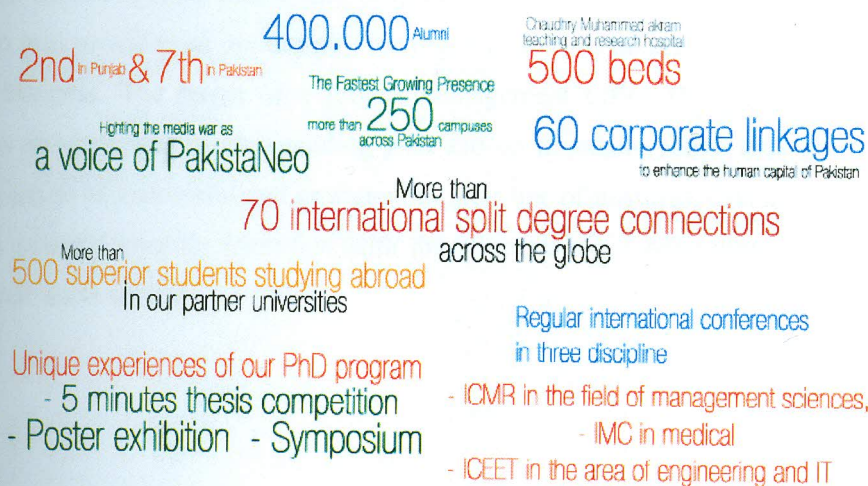


Figure: 6 Achievements of Superior College

## 4. Introduction to Project Management Office

A Project Management Office (PMO) is a group or department within a business or organization that defines and maintains standards for project management within the organization. An Undertaking Administration Office (PMO) is a gathering or division inside a business or association that characterizes and keeps up gauges for task administration inside the association. The obligations of a PMO can go from giving undertaking administration bolster capacities to really being in charge of the immediate administration of one or more activities. The activities upheld or directed by the PMO may not be connected, other than by being overseen together. A successful PMO is very much well structured, organized and properly managed which is responsible for achieving quality and project success.

### 4.1 PMO framework

The four elements are considered while establishing a PMO which are the foundations of PMO framework.

1. Process
2. Governance
3. Organization
4. Resources

The main objective is to ensure that projects are delivered within budget and on schedule which in turn provides an opportunity for organizations to be effective and efficient in their line of business. The target of a project management office (PMO) is to guarantee that activities are conveyed inside spending plan and on timetable which thus gives a chance to associations to be successful and proficient in their line of business. The accomplishment of a PMO is straightforwardly identified with the structure of aforementioned four components considered while setting up a PMO.

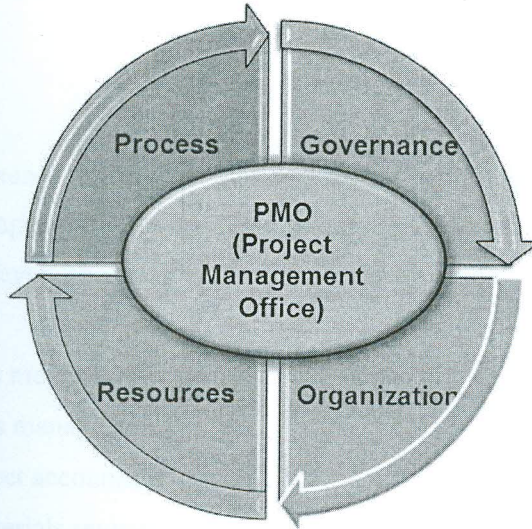


Figure: 7 PMO framework

4.1.1. Process:

The project management process are to be used and adapted through best practices of the globally recognised standards to develop project management processes, such as PMI PMBOK, and PRINCE 2 etc.

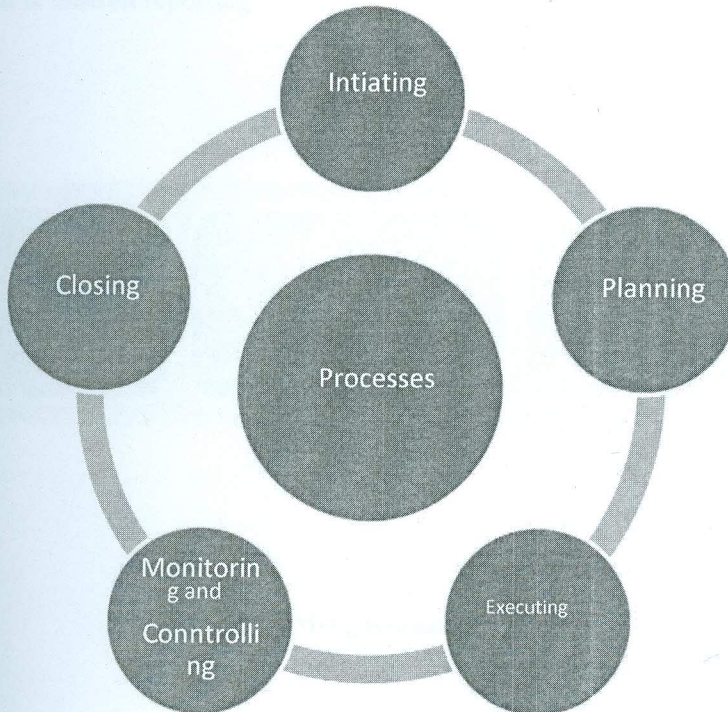


Figure: 8 PMO process

#### 4.1.2. Governance:

The effective PMO demands the effective governance and reporting structure. The operations of PMO is done at management operational level. Programme management level and portfolio management level. The tasks in governance may include:

1. Milestone status monitoring
2. Risks & benefits management
3. Budgets & project accounting
4. Expenses & materials reviews
5. Issues & actions tracking
6. Resource conflict resolution
7. Skills demand forecasting
8. Standards & processes
9. Analysis & improvement
10. Audits & compliance
11. Standard & custom reporting



Figure: 9 PMO governance

### 4.1.3. Organization

PMO must be able to delivered benefit to the organization. The areas are to focus in the organisation are written under this diagram:

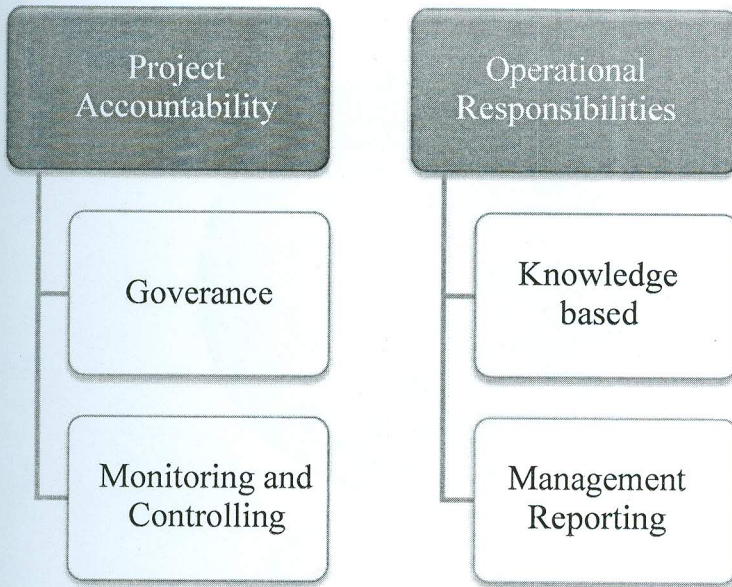


Figure: 10 PMO in Organisation

### 4.1.4. Resources

The role of the people in an organization is absolutely vital. They can create or destroy so they must have quality conscience, ethical and extensive experience. Skills development programs should be established to build these aspects in PMO team.

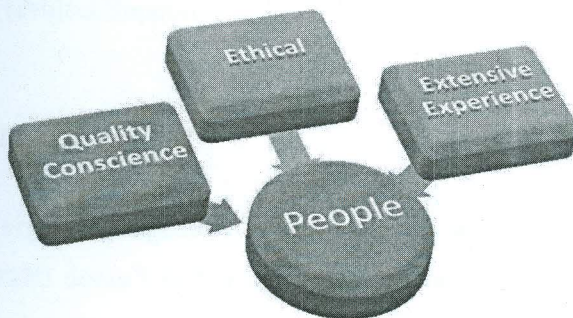


Figure: 11 Resources of PMO

The PMO resources are utilized in a proper way according to the policies and standards described in PMO framework. Documents should be generated through standard templates which should be available in project knowledge-based. Any further information which may be required for guidance on project current state from internet should be in access of the project team.

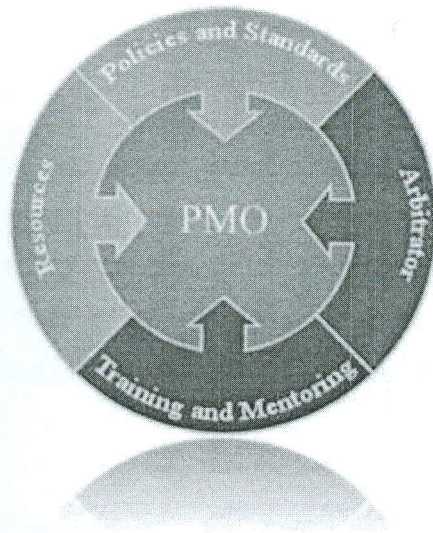


Figure: 12 PMO resources

## 4.2. Types of PMO

There are three types of PMO:

1. Weather Station (Governance)
2. Control Tower (Centre of Excellence)
3. Resource Pool (Project Support)

### 4.2.4. Weather Station

The Weather Station project management office reports on what is going on but does not try to influence it. This PMO doesn't bother any of the PM's who are leading projects. These Weather Station people accumulate data about projects and summarize it for executives without making any decisions or enforcing any standards. They just pass on the information to anyone who is interested. It often turns out that no one uses their data.

The Weather Station can be implemented painlessly and if the information is focused, they can serve decision makers' needs. Sometimes executives get nervous about all the money they're spending on projects without their really knowing what's happening. They get confused by different reporting formats coming from different project managers with different varieties of jargon, plus the sheer number of activities going on at once. To end their confusion, weather station is suggested.

#### 4.2.5. Control Tower

In the Control Tower PMO, the project office gives project managers direction on methodology. This includes project initiation, acquiring resources and correcting variances. While each PM manages his own projects, the Control Tower PMO will alert them to impending problems. It will also identify situations where the PM is not adhering to the methodology, particularly during scheduling and verification of deliverables.

#### 4.2.6. Resource Pool

This type of PMO helps projects conform and perform. The solution organizations that rely heavily on projects to do business cannot afford inattention to this key capability. Set up a "Resource Pool" for project managers. Managers and executives needing projects then "hire" a project manager from this repository of expertise. It makes logical sense to combine the Resource Pool with the two earlier PMOs. With a Resource Pool properly in place, executives may reasonably expect project managers supervised to ensure that they properly apply their skills.

### 4.3. Role of Project Managers vs. PMO

Sr. #	Project Manager	PMO
1.	A project manager focuses on the specified Project objectives.	PMO manages major scope changes in program which may be considered as potential Opportunities to better achieve business goals.
2.	A project manager controls the assigned project resources in order to meet project Objective s.	PMO is responsible for optimize use of shared organizational resources across all on-going Projects.
3.	A project manager is responsible to manage the project constraints e.g. scope, schedule, cost, quality etc.	PMO manages the standards, methodologies, overall risks/opportunities, metrics and any interdependencies among projects at organizational level.

Table 3: Role of Project Manager vs. PMO

A brief difference between PMO Manager and Project Manager can be depicted as follows:-

Project Manager	PMO
✓ PM focuses on the specific project objectives	✓ PMO manages major program scope changes which may be seen as potential opportunities to better achieve business objectives
✓ PM controls the assigned project resources	✓ PMO optimizes the use of shared organizational resources across all projects
✓ PM manages constraints (scope, schedule, cost and quality) of the individual projects	✓ PMO manages the methodologies, standards, overall risk/opportunities and interdependence among projects across organization

**Figure: 13 PMO managers vs Project manager**

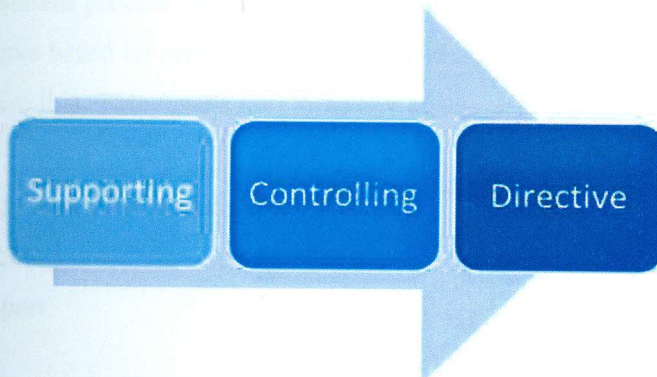
#### 4.4. PMO Roles

There are several roles of PMO structures in organizations, each varying in the degree of control and influence they have on projects within the organization, such as:

1. Supportive
2. Controlling
3. Directive

##### 4.4.1. Supportive

Supportive PMOs provide a consultative role to projects by supplying templates, best practices, training, access to information and lessons learned from other projects. This type of PMO serves as a project repository. The degree of control provided by the PMO is low. The supportive PMO generally provides support in the form of on-demand expertise, access to information, and expertise on other projects, and the like.



**Figure: 14 PMO roles Supportive**

#### **4.4.2. Controlling**

Controlling PMOs provide support and require compliance through various means. Compliance may involve adopting project management frameworks or methodologies, using specific templates, forms and tools, or conformance to governance. The degree of control provided by the PMO is moderate. This model assumes that the PMO is responsible for defining and controlling use of methodologies, standards, templates, and policies related to project delivery.

#### **4.4.3. Directive**

Directive PMOs take control of the projects by directly managing the projects. The degree of control provided by the PMO is high. The PMO is accountable for the project management function within the company and responsible for providing program and project management resources to run projects. As organizations undertake projects, professional project managers from the PMO are assigned to the projects.

## **4.5. PMO Responsibilities**

The PMO continuously ensures that enterprise assets and resources are strategically aligned with business goals. The exact roles of a PMO vary from organization to organization depending upon their needs and nature of the on-going projects. The major role of the PMO is to define and maintain process standards by providing a framework to establish standard performance measures based on organizational goals and objectives, and providing tools and procedures to achieve this. This results into three key areas:

1. Establishing Project Methodologies
2. Project Tracking
3. Project Support

### **4.5.1. Establishing Project Methodologies**

A major PMO role includes providing a project baseline or the implementation road map for the project. The PMO estimates the size of the proposed project, required timeline, required project resources and defines the project management methodology. It generates artefacts like project charter, plans (risk, communication, cost management, quality, procurements etc.), work breakdown structure and standard forms and templates for record-keeping and reporting.

### **4.5.2. Project Tracking**

PMO is supposed to audit and track ongoing projects in the organization at certain frequency to ensure that projects are following the approved methodology and are on course. In addition, during project tracking, PMO is responsible to collect and archive project experience to improve the being used project management methodology.

### **4.5.3. Project Support**

PMO is supposed to provide continuous support for successful execution of the on-going projects in an organization.

#### **4.6. PMO Goals**

An effective PMO can serve several key goals like:

1. Improve project performance through established standards.
2. Lower project costs through minimized redundancies.
3. Leverage specialized project management skills and expertise.
4. Centralize management of a multi-project portfolio.
5. Standardize project management services to diverse business units.
6. Consolidate project oversight for project performance metrics.
7. Maximize external vendor contracts for the delivery of outsourced project management services.

#### **4.7. Challenges of a PMO**

A PMO should be supported by senior management, which is one of the most critical and common challenges. A direct consequence of the lack of executive sponsorship and support is inadequate resourcing. Another challenge is corporate culture and failure to manage organizational resistance to change. Many times, the PMO is also expected to interact with poorly trained project managers. As a result, the PMO devotes time on up-training them.

Other experts say the generic challenge PMOs face is defining the PMO's responsibility and abiding by it.

Most often, supportive PMOs try to micromanage the projects, which is not under their responsibilities. PMOs should strictly follow the model that has been chosen. Following are the major challenges of the PMOs:

1. Connecting the PMO to organization's strategic vision.
2. Establishing a metric-based approach.
3. Maintain consistent PM framework across projects.
4. Managing the resource pool and avoiding resource bottlenecks.
5. Lack of acceptance of the need for the role from people delivering aspects of the work.
6. Being requested to reduce the amount of reporting.
7. Lack of senior leadership acceptance of the need to really engage with staff.

#### 4.8. Elements of an Effective PMO

An effective PMO is a combination of the right people, the right tools and the right data. The right people should have been covered from multiple disciplines. It is very important to select required EPM tools. Project status reports showing right data should be provided to the management for measuring project success. These elements for an effective PMO can be depicted as:

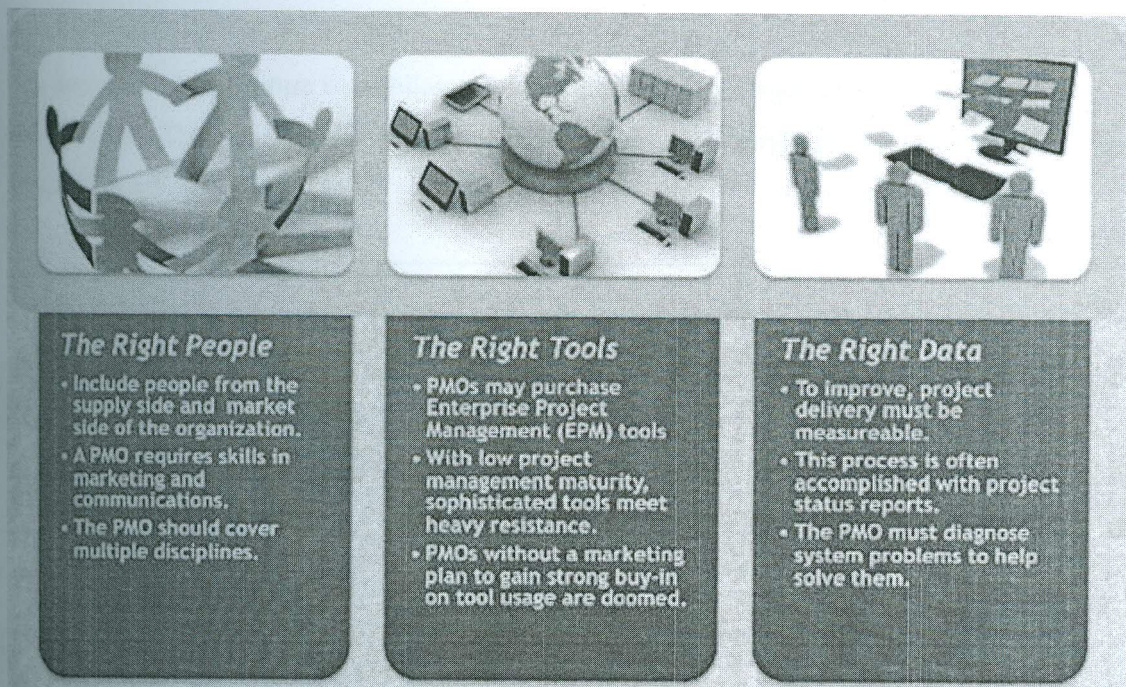


Figure: 15 effective PMO

## 5. PMO Implementation in Superior College Lahore

All the programmes and projects are planned and proposed in the head office of superior college Lahore that directly manages and responsible for the progress monitoring and controlling of the process of superior colleges. The need of PMO is required because there is not control centre where we monitor the progress, growth and risks and foreseeable and other factors that influence the projects.

That is why we established the PMO at head office.

### 5.1. Organizational Structure:

The organisational structure is as follows. It is a functional organisation has divisions and sub-divisions. The organisational hierarchy is very strong and everything is gone through proper channel.

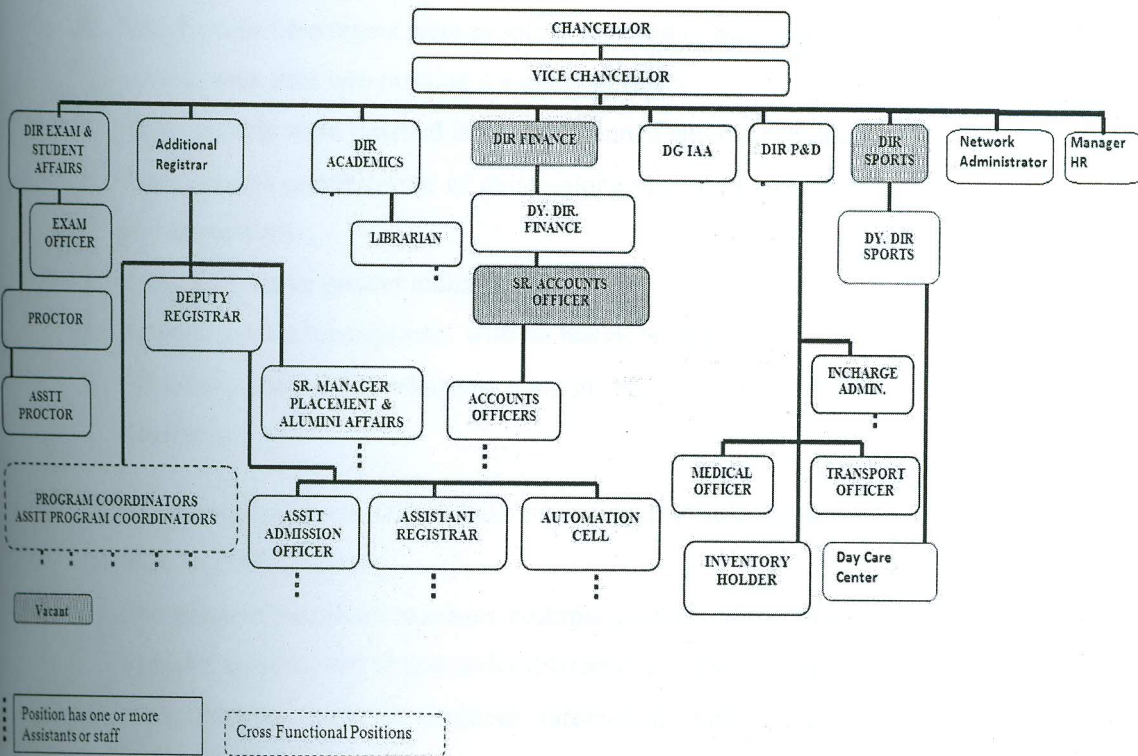


Figure: 15 Organizational structures

## **5.2. Why there is a Need of PMO?**

In order to better manage and track the performance of on-going projects at all locations, a PMO setup is mandatory. This PMO will be set up and all locations will be reporting to this PMO with the required project information.

## **5.3. Problems without a PMO:**

1. Project managers were used to share project reports as per their own criteria. Most of the time, project reports were on requirement basis by the senior management.
2. Project managers were unable to present consolidated reports and metrics representing all projects.
3. Ongoing projects have been poorly documented.
4. Not all project managers were properly tracking or auditing their project activities. As a result, such data was missing for many projects.
5. Many projects were finished later than planned and over budget.
6. There was no prioritization of existing/ongoing projects which results in wastage of project resources.
7. Lack of proactive project management.
8. Reactive project management with no business value.
9. Executives were using whatever methods and tools fit their needs and change them frequently
10. Top management and clients have to contact multiple departments/functions in order to check project status.
11. One group of resources manages multiple projects at the same time, which results in overloading of resources and underutilization of other resources.
12. Some projects required frequent interaction with vendors/contractors. Lack of consistent interaction with relevant vendors/contractors affects one or more project objectives.

## 6. PMO Roadmap

By establishing the proposed PMO and implementing key processes and reporting structures, the organization will realize several improvements/benefits. Five step PMO roadmap will be adopted in order to set up centre of excellence (COE) for Superior College Lahore.

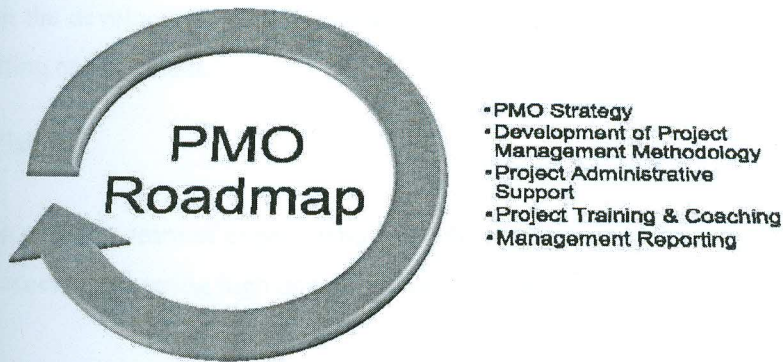


Figure: 16 PMO Superior University road map

### 6.1. PMO Strategy

#### 6.1.1. PMO Scope:

1. The PMO will be headed by Administration of the Superior University head office and will be reporting body for all departments in terms of new or existing projects.
2. The PMO will define a standard project status reporting process and create a single summarized report for senior management on monthly basis that would reflect project efforts in Superior University.
3. The PMO will build a set of standard templates for use by project managers at all locations
4. The PMO will fulfill training requirements of project teams at all locations.
5. The PMO will procure all required project management tools which will be used by project teams at all locations. The PMO will also conduct trainings for such tools.

### **6.1.2. PMO Mission:**

The mission of the PMO is:

1. To put in place a highly effective approach to project management resulting in project scope, schedule, and cost performance success on every project undertaken by Superior College Lahore.
2. To create a foundation for consistent project success throughout the university through the development of a strong and persuasive project management culture and supporting environment.

### **6.1.3. PMO Vision:**

The PMO is an effective team of experts who identify, manage, and eliminate problems so that projects succeed, delivering high quality results on time and within budget.

### **6.1.4. PMO Values:**

The PMO team will:

1. Gather and report accurate, unbiased information.
2. Support all projects and project managers to the best of our ability.
3. Maintain high quality of service, and work as efficiently as possible.

### **6.1.5. Stakeholders:**

A brief analysis of these stakeholders is also very important. The stakeholder analysis helped to determine the primary stakeholders that require constant and effective communication channel with them so that their buy-in as well as their support can be obtained.

### 6.1.6. PMO Roles and Responsibilities

Development and implementation of a standardized project charter and approval process.

- Develop standard project charter template.
- Develop standard project scope statement template.
- The PMO will monitor and ensure compliance to standardized documents by all respective departments.
- The PMO will define and manage a single company wide process for project review and approval.
- Coordination of project management training and development.
- All new project managers will go through project management training.
- The PMO will coordinate with all departments to obtain their training requirements.
- Development, implementation, and management of project management process. The PMO will coordinate will senior management to identify their
- consolidated project reporting requirements.
- Development of standard reporting templates as per company's senior management requirements.
- Provision of developed templates and procedures to all departments

### 6.2. Project Management Methodology:

Project management methodology defined by PMBOK will be used for the proposed PMO. The project management processed will be presented with well-defined interfaces. The application of the project management processed will be iterative.

Following figure explains the standard project management methodology defined by PMBOK.

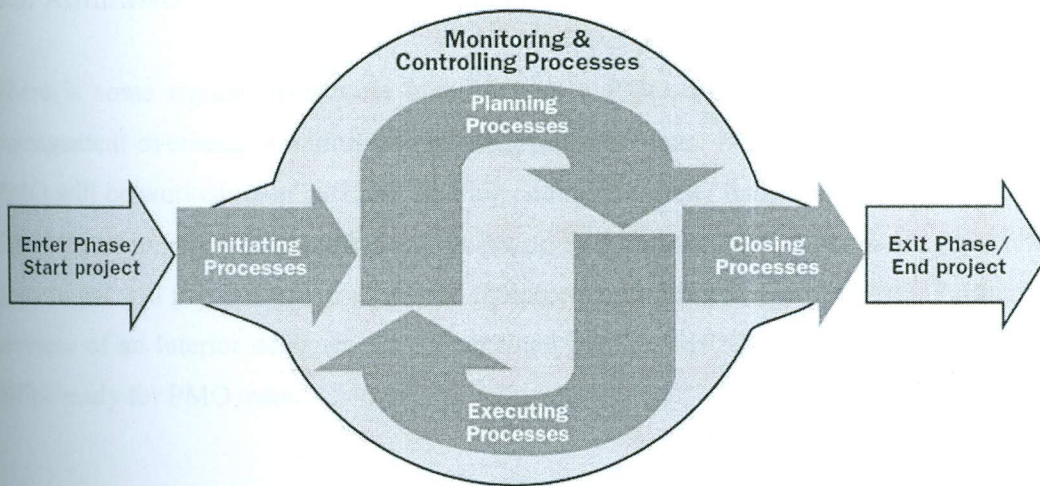


Figure: 17 PM methodology

As we can see Monitoring & Controlling process starts immediately when a project is started. During initiating process, project scoping must be clearly defined and agreed by all the stakeholders. Hence, a project charter document will be established to dictate the higher level project scope, project duration, project cost, project resources, who's the stakeholders (from users) and their roles, key deliverables, project constraints and assumptions. A kick-off meeting will be conducted with all the stakeholders to officiate the project and also to gain all stakeholders agreement on project scope, time and cost/budget allocated for the project.

Project management methodology will help to:

1. Develop required project management processes.
2. Develop required project templates, registers and checklists.
3. Develop a standard issue management processes.
4. Develop a standard change management processes.
5. Develop standard project management guidelines.
6. Develop management reporting system.

### **6.3. Administrative Support to PMO**

There is some capital investment in setting up a PMO, particularly because it will add management overhead in addition to existing projects' costs. Budgeting requirements of the PMO will be worked upon by PMO steering committee. After budget approval from CE/MD for PMO setup, an office premises will be set up by Administration department. Procurement department will procure necessary office equipment and furniture for the PMO. Furthermore, services of an interior designer will be obtained by Administration department to make the office ready for PMO team.

Following project management tools will be used by PMO

1. Microsoft Project 2016.
2. Microsoft Office 2016.
3. Microsoft Enterprise Project Management (EPM) Server 2013.
4. An online help desk system will be used by all departments to track business user requests and project team's performance in order to resolve those requests.
5. A documents archiving system will be used by the PMO and all departments to manage electronic record of all physical documents e.g. duly signed documents by the business users. The archiving software will also serve the purpose of promoting less paper working environment in the company.

### **6.4. Project Training & Coaching**

A regular training program for project managers will be conducted by the PMO every six months. Local and foreign training courses may also be provided to project managers on requirement basis. Nominations for local / foreign training courses will be obtained by the PMO from all departments and finally will be approved by CIO. The said list will be forwarded to HR department for further necessary action.

The PMO will develop the human resource which will serve the coaching purpose of other project teams at other locations. This team will also assess the existing organizational structure of the PMO and provide recommendations which will be reviewed by the CIO. There may be changes in PMO organizational structure subject to approval by the CIO.

## **6.5. Management Reporting**

To report ongoing projects status, dashboards will be developed and made available to senior company management. Management dashboards will be based on the data recorded by PMO team in the said application.

The PMO will be responsible to brief senior management about status of currently in-progress projects.

PMO Head will prepare a presentation for this purpose on monthly basis for briefing to company's senior management. All project managers will be responsible to share their project statuses data i.e. key performance indicators (KPI) which will be in the form of project objectives (time, cost, scope & quality) to the PMO on fortnightly basis.

PMO reports will ensure that project teams and all stakeholders are aware of the status and the plans. Reports will be generated and updated as needed and will be stored electronically in the project library.

## **6.6 Continuous Improvement**

The PMO team will continue to focus on all these areas after initial PMO implementation. Key areas to focus are management, process, people, technology and information. The PMO team will be required to continuously look for room for improvement in these areas and improve the PMO performance. To achieve the purpose, an internal audit of the PMO will be held annually.

Standardized audit reports formats will be developed by the responsible department and get approved from CIO. After approval, these formats will be developed in a web based application for the PMO so that audit reports can be accessible by all departments at multiple company locations.

## 7. Challenges Faced in Establishment of PMO

Challenges which have been faced during PMO establishment are listed below:

1. Lack of understanding of the role of PMO by senior management.
2. Concerns from top management regarding initial funding and ongoing operational cost.
3. Resistance by senior management to accept centralized projects control.
4. Perception among project managers that the PMO will serve as an obstacle to the timely accomplishment of project management goals.
5. Lack of understanding of the value proposition that PMO provides by management.
6. Resistance from project management teams in compliance to new processes and procedures defined by PMO.
7. Creation of a new organizational structure.
8. PMO policies, processes, and support services were to be introduced in a phased manner, and their implementation was to be prioritized in a time-phased manner.
9. Recognition of the project management as a core competency.
10. Implementation of a consistent approach to planning and managing projects.

We foresee following challenges in sustainability phase of the PMO

1. Continuous Improvement in PMO operations.
2. Reporting KPI by departments to PMO.
3. Quality Management by PMO.
4. Standards enforcement by PMO and compliance by all respective departments or functions.
5. Project performance evaluation by PMO.

## **7.1. PMO is helpful in managing Challenges and Hindrances**

The above mentioned challenges were tackled by applying the following:

1. Streamlining all processes:
  - a. Standardized project management processes.
  - b. Well defined management reporting processes.
  
2. Obtaining buy-in from various stakeholders through improved communication and continuous involvement of the following key stakeholders:
  - a. Business users' departments or functions.
  - b. Project teams at all locations.
  - c. Operational & Support teams at all locations.
  
3. Commitment from Company Senior Management:
  - a. To apply and enforce all standardized processes.
  - b. To allow PMO in ongoing projects monitoring and control.
  - c. To recognize project performances.

## **8. Benefits of PMO at Superior College Lahore**

1. A major benefit of PMO is that right resources are allocated to the right projects at the right time, and that in general projects are delivered on-time, on-budget, and on-scope.
2. A consistent project management delivery approach across the company.
3. Assignment of qualified project managers to significant company projects.
4. Project managers and project teams would now be accountable for project success through use of consistent project performance measurements and metrics.
5. PMO can perform tasks in projects that are normally the responsibility of other functional groups, such as procurement or human resources departments.
6. PMO can also conduct financial or cost/benefit analyses to determine what projects should be undertaken.
7. Project management office (PMO) can ensure that projects succeed every time.
8. Single view of the project landscape within the organization.
9. Powerful management reporting and trend analysis.
10. Troubled projects still existed, but the PMO would help communicate problems earlier and raise issues and risks to senior management.
11. PMO may develop and maintain a project management lessons learned program to ensure a robust flow of lessons learned.
12. PMO will ensure company-wide project management standards and procedures.

## 9. University Business Drivers

Business drivers are critically important factors that determine, or cause, an increase in value or major improvement of a business. Business driver is a resource, process or condition that is vital for the continued success and growth of a business. Business drivers affect the performance of fertilizer business and the secret is to focus on a these business drivers which are:

1. Well-structured Courses are offered
2. State of the art classroom and laboratories
3. Parents and student's satisfaction
4. Compliance to Higher Education Commission Policies
5. Renowned University Reputation and Recognition among masses
6. Efficiency enhancement.
7. Operational efficiency.
8. Cost Sufficient Fee Structure
9. Quality Enhancement Cell
10. Separate Hostels for Boys and Girls
11. Libraries

## **10. Selected Project**

Selected project is of Superior university internal project of construction of a Auditorium and a multipurpose hall in which all the facilities are done, conferences, seminars and other programmes should be held.

### **10.1. Project Title**

Construction of Auditorium at Superior Group of Colleges Lahore

### **10.2. Relevance with University Business Drivers**

The selected project has its relevance with following business drivers of the company.

#### **10.2.1. Customer / consumer satisfaction**

As the previous project of Construction Dept. of Superior University was also constructed by Superior University and Construction Dept. authorities were satisfied with the services provided by Superior University so for their new project they again referred to them.

#### **10.2.2. Compliance to government policies**

Another reason why Construction Dept. always prefers Superior University is due to the fact that Superior University never bypasses any polices made by the government and always proceeds after taking compliance to the guidelines provided.

#### **10.2.3. Overall efficiency**

Superior University is also preferred due to overall efficiency all across the country which also differentiated them from the rest.

#### **10.2.4. Cost economical**

Another reason why Construction Dept selected is very major Superior University appears the lowest with the best quality. Therefore quality product at such low price makes it very cost economical for Construction Dept.

### **10.2.5. Stakeholders' engagement**

Superior University is very much keen and in-focus about the management of the stakeholders and to review and assess the influence of the stakeholders on project. The activities of the project are not being affected by the university construction work that is being going on in the construction may not affect other activities of the college.

### **10.3. Project Objectives**

To provide a multipurpose auditorium that will fulfil the needs of place where the seminars, annual get together and other programmes and convocations are conducted.

### **10.4. Critical Success Factors**

Critical success factors (CSF) of the selected project are as follows:

1. Support from senior management
2. Effective communication.
3. Company and vendor collaboration.
4. Project team input into development and implementation.
5. Employee awareness of project purpose, priorities, objectives, goals and values.
6. Activities are supportive of organizational values.
7. End product should meet business requirement.

### 10.5. External Dependencies

1. Some materials and equipment's are to be outsourced.
2. A subcontractor is required for finishing, interior, decoration and designing of auditorium
3. Approval of WASA Lahore for water supply and WAPDA for connection of electricity.
4. Approval from LDA authority

### 10.6. Stakeholders Analysis

Sr. #	Stakeholder	Power	Interest	Priority
1	Campus Chairman Principal of the Branch	High	High	Manage Closely
2	Sponsor ( DG Superior University)	High	High	Manage Closely
3	Programme Coordinator	High	High	Manage Closely
4	Outsourced Contractors	High	High	Manage Closely
5	Contractors and Sub-contractors	High	High	Manage Closely
6	Higher Management	Low	High	Keep Informed
7	Vendors	Low	High	Keep Informed
8	Sub-Contractors	Low	High	Keep Informed
9	Students and Parents	High	Low	Keep Satisfied

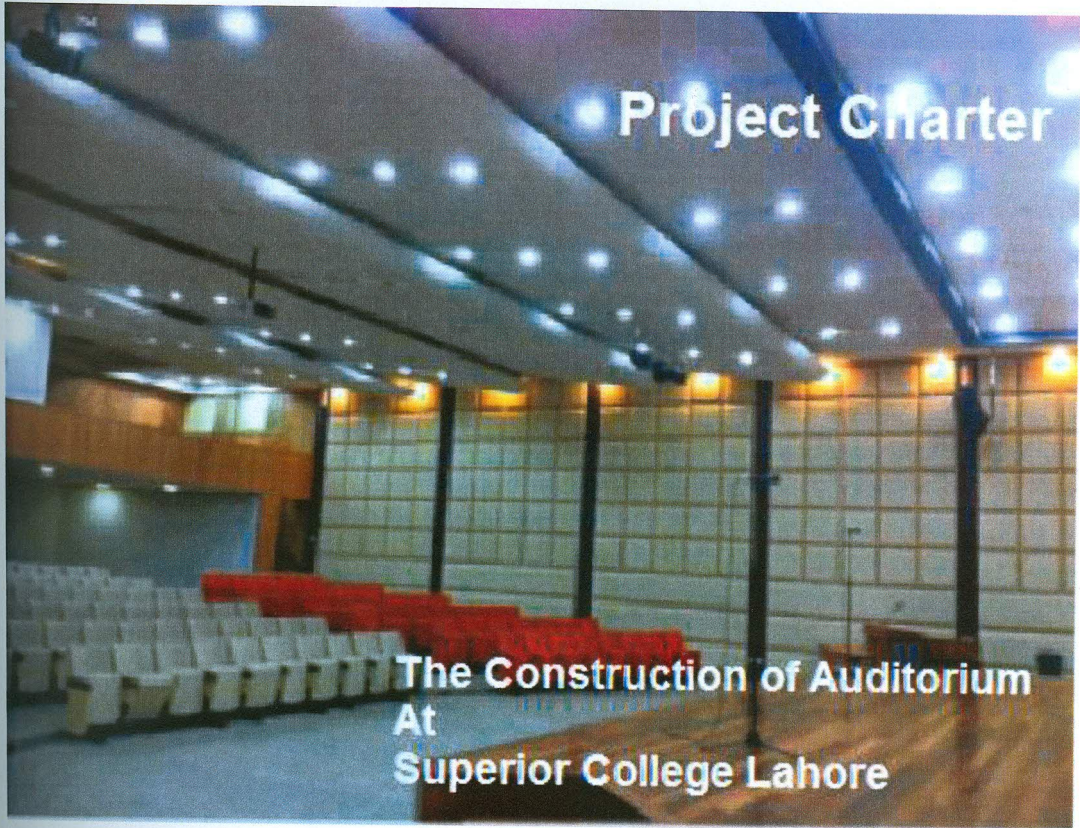
**Table: 4 Stakeholders**

## 10.7. Project Documents

To demonstrate the project work to the concerned authorities the following project documents are prepared and approved to the concerning authorities.

1. Project Charter.
2. Project Scope Statement.
3. Resource Sheet.
4. Work Breakdown Structure (WBS).
5. Project Schedule (Bar chart).
6. Network Diagram.
7. Views from Microsoft Project.
8. Reports from Microsoft Project.

## 11. Project Charter



### 11.1. Version History

Version #	Completed By	Revision Date	Approved By	Approval Date	Reason
1.0 (Rev 0)	Mr. Abbas Jafri & Ms. Aisha Naeem	11-June-2016	PMO	17-June-2016	Initial version of project  Charter document

**Table: 5 Version History**

## **11.2. Introduction**

As per PMBOK, the project charter is the document issued by the project initiator or sponsor that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities. The project charter documents the necessary information required by decision maker(s) to approve the project for funding. It is created during the initiating phase of the project.

## **11.3. Project Purpose**

The basic purpose of the project is to provide the university an auditorium at which the college has to conduct its annual functions and convocations and other essential programmes and rituals and seminars locally and of international prospects.

## **11.4. High Level Requirements**

The Auditorium that is going to be complete will have to fulfil all requirement for the purpose for which it is built. The main aim of its construction that it will fulfil the needs of the modern day auditoriums. The auditorium has to be equipped with HVAC systems and sound and other systems as well.

The work under the Contract shall start from the date of receipt of advance payment and opening of LC whichever is later.

## **11.5. Success Criteria**

The Auditorium should fulfil the following requirements

1. It should meet organisational objectives
2. Causes minimum disruption of the university works during construction
3. Meets quality and safety standards
4. Become a valuable asset for the university in future
5. The project should be complete in time and in budget..
6. Successful project management efforts
7. Management reports.
8. It should yield business and other benefits.

## 11.6. Estimated Duration

The total estimated duration of the project is almost 10 months. The overall projects is constituted including purchasing of land along with university, involving contractor and other procurements, soil testing etc.

## 11.7. High Level Risks

1. Tight project schedule of 10 months may delay if any variation occurs
2. Price inflation of the construction material may increase project cost
3. Oil leakage of the transformer during transportation.
4. Delay in outsourcing and procurements of other equipment.
5. Inadequate program scheduling
6. Failure of soil testing
7. Low management competency of the sub-contractors
8. Lack of coordination between university authorities and contractors.
9. Serious noise pollution caused by construction work may affect the university academics.

## 11.8. Summary Milestone Schedule

Milestone No	Milestone list	Completion date
001	Equipment submission and Soil test completion	10-Jan-2016
002	Complete Equipment Delivery at site	14-Feb-2016
003	Complete Foundation	10-April-2016
004	Complete Roofing and Shuttering	08-Oct-2016
005	Complete Marbling and tiling	15-Oct-2016
006	Installing HVAC system	30-Oct-2016
007	Decoration Auditorium	20-Nov-2016

**Table: 6 Milestones**

## 11.9. Authority and Responsibilities

Name	Role	Responsibility
Dr Ahmed	University Controller	The University controller is responsible of approval and allocation of resources.
Abbas Jafri	PM	PM is responsible for the daily activities of the projects and also provides the reporting to the higher management
Aisha Naim	Project Team Member	Carry and manage day to day activities
Superior University	Project Sponsor	The sponsor works with the project team to develop the sponsor's budget in coordination with the project's budget. The sponsor is also responsible for providing all required materials and services during the project.
Dr Fareed	Change Manager	Person who is responsible for managing the change process mechanism.
DR Rashid	Primary & Secondary Engineering	Primary designing and secondary designing along with primary and secondary engineering.
Steering Committee	Sponsor Project Manager Project Sponsor	Provide assistance in resolving issues that arise beyond the project manager's jurisdiction. Monitor project progress and provide necessary tools and support when milestones are in jeopardy.

**Table: 7 Roles and Responsibilities**

## 11.10. Stakeholders

Sr. #	Stakeholder	Power	Interest	Priority
1	University Head	High	High	Manage Closely
2	Sponsor VC	High	High	Manage Closely
3	Construction Department	High	High	Manage Closely
4	Campus Coordinator	High	High	Manage Closely
5	Project Manager and Team	High	High	Manage Closely
6	LDA and construction govt	Low	High	Keep Informed
7	Vendors	Low	High	Keep Informed
8	Sub-Contractors	Low	High	Keep Informed
9	Students, Staff and Parents of University	High	Low	Keep Satisfied

Table: 8 Stakeholders

## 11.11. Summary Budget

### 11.11.1. The Cost of the project:

The overall project cost is about

26,827,320 PKR

(Pak Rupees Forty Six Million Eight Hundred and Twenty-seven Thousand Three Hundred and Twenty Only)

That includes final decoration and other arrangements also. This is the planned value of the project which is calculated on the project estimates of Prorated and the inflation of prices are other factor may influence the overall cost time and scope of the project.

### **11.12. Assumptions & Constraints**

1. The work under the Contract shall be completed within ten (10) months from the date and other designing and HVAC equipment and other installation should be complete with in time of the project duration.
2. However, The timely completion of the project is subjected to proper project management work and preplanning of the project. The proper and according to the project deliverables the construction and decoration is being done as per promised criteria of the university.

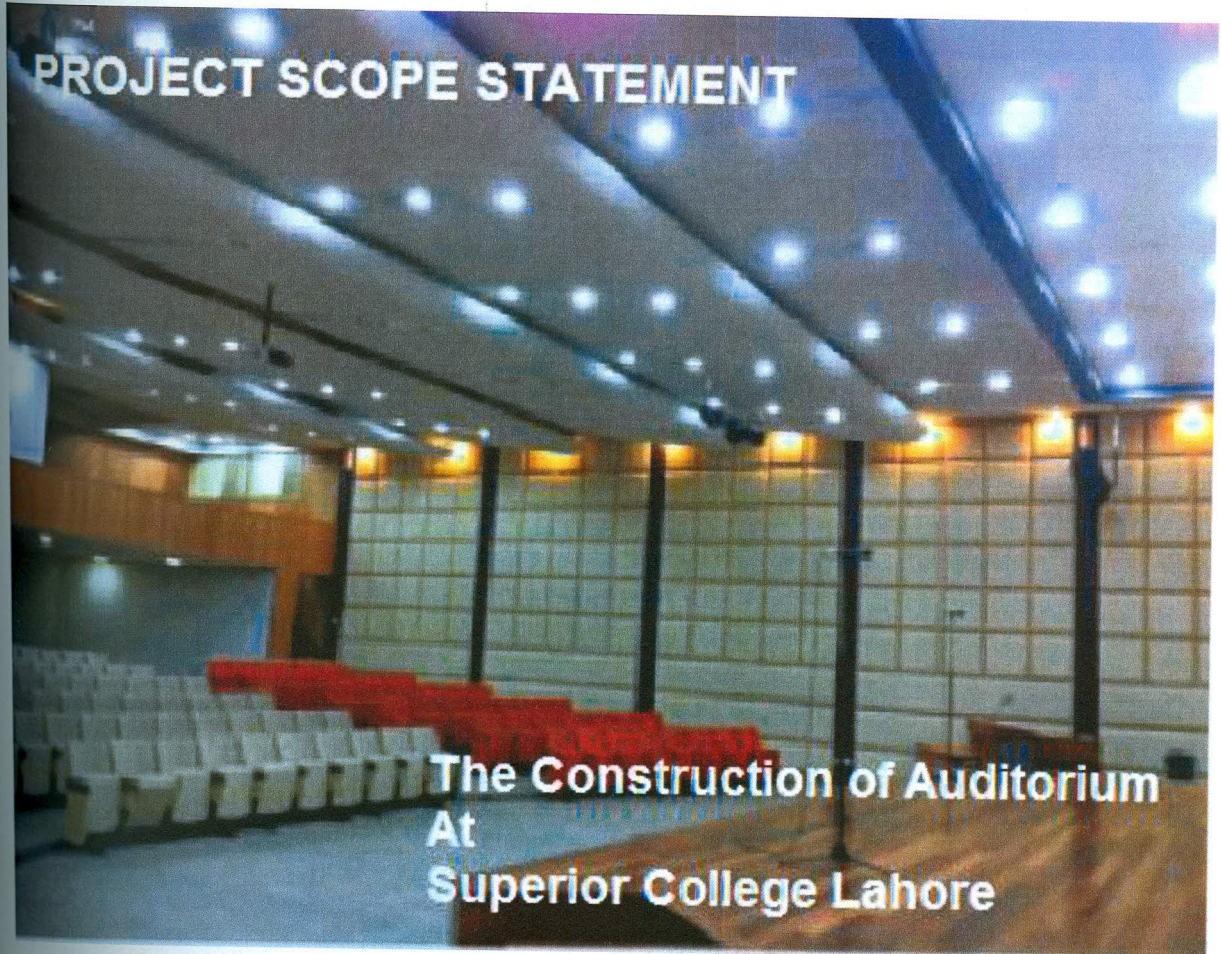
### 11.13. Project Charter Approval

The undersigned acknowledge that they have reviewed the project charter and authorize and fund the project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Role: Project Sponsor (Company)  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Role: Project Manager  
\_\_\_\_\_

## 12. Project Scope Statement



## 12.1 Version History

Version #	Completed By	Revision Date	Approved By	Approval Date	Reason
1.0 (Rev 0)	Abbas Jafri & Ms. Aisha Naim	09-June- 2016	PMO	17-June- 2016	Initial version of project Scope statement.

Table: 9 Version History

## **12.2 Introduction**

As per PMI PMBOK, The project scope statement is the description of the project scope, major deliverables, assumptions, and constraints. The project scope statement documents the entire scope, including project and product scope. It describes, in detail, the project's deliverables and the work required to create those deliverables.

## **12.3 Project Scope Description**

The construction of An Auditorium that will fulfil the needs of the university and all the recreational activities and seminars and other factions are being organised in it. It should be equip with all the relevant equipment and materials.

## **12.4 Acceptance Criteria**

1. Success of the Factors of Project Management
2. Success of the Factors of Contractor
3. Success of the Soil testing for Surge Arrestor.
4. Success of the Test of leveling
5. Approval of Primary Engineering design from consultant.
6. Approval of Secondary Engineering design from consultant.
7. All the equipment's should be compatible with the structures.
8. Relay should be operational upon indication provided after commissioning.
9. Site acceptance test should be conducted before inauguration

## 12.5 Project Deliverables

Name	Description
Construction of Auditorium	Major work is to construct the grey structures of project Other equipment and construction related to design and Drawings the purpose of the construction The seating capacity of 500 people is installed with Back stage area and attach bathroom and car parking lodges.
Design and Architecture	The department of primary and secondary engineering will provide with all the necessary designing.
Decoration and Equipment installations	The HAVC system, sound systems and projectors and And other equipment are to be installed as per guidance written in scope statement.

## 12.6 Constraints

Sr. No	Project Objective	Constraints
1.	Schedule	The delay in procurement of materials delay the Schedule, So additional days should be added as lag in the schedule.
2.	Cost	<ol style="list-style-type: none"> <li>1. Approval from Project Sponsor</li> <li>2. Approval from Project Director</li> </ol>
3.	Cost	Management and Contingency reserves shall only be utilized in case of approved change in scope statement or they are at management disposal.
4.	Resource	No new person shall be hired to perform procurement and management activities. All the activities shall be performed with current personnel.
5.	Scope	Steel supporting structure should be as per the hole to hole distance of the equipment.
6.	Scope	Orientation of the yard should be in line with the orientation of the feeding line.

## 12.7 Assumptions

1. The approval of drawings and technical data for equipment from the concerned authorities shall be the responsibility of the Contractor.
2. However, submission shall be made through the Owner as per requirement of the LDA.
3. Civil design, approvals and execution shall be carried out by the Owner.
4. The Contractor shall provide relevant information to ensure that the civil works are according to the requirements of the equipment to be installed.
5. All civil work drawings shall be forwarded to Contractor for approval prior to execution.
6. Contractor shall submit four sets of technical data and drawings for approval to Project sponsor
7. The Contractor shall pursue the case vigorously so as to ensure its approval within 21 days while owner is obliged to pay penalty fee within one week of receipt of invoice.
8. If there is any delay in the project execution due to civil work issues the Contractor shall be adequately compensated for both time and cost.
9. The project team will have ample support from the top management.
10. Neither party shall consider to be in default or in breach of his obligation under the contract to the extent of that performance of such obligations is prevented by any circumstances of force majeure which arise after the date when the contract become effective.
11. The contractor shall be entitled to get adequate extension of time and cost relief for delays due to force majeure or delays not attributable to the contractor and shall be entitled to terminate the contract if such aggregate delays continue for more than six months.

## 12.8 Project Exclusions

1. All civil works required for this project is not part of the scope e.g. digging etc.
2. Ionizing radiation or contamination by radio activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives, or other hazardous properties of any explosive nuclear assembly or nuclear components.
3. Rebellion, revolution, Riot, commotion or disorder, insurrection, military or usurped power and civil war.

### **13. Microsoft Project Sheets**

The project plan for the selected project has been prepared in Microsoft Project. This section contains views and reports generated from Microsoft Project for project.

Following sections contain the following:

1. Resource Sheet
2. Work Breakdown Structure
3. Network Diagram
4. Resource Reports
5. Cost Reports
6. In Progress Reports
7. Project Dashboards
8. S Curve (Work)

## 13.1. Resource sheet

Resource sheet has been displayed on next two pages

ID	Resource Name	Type	Initials	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Actual Cost
1									
2	Masons	Work	M	Rs400.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs48,000.00
3	Labour	Work	L	Rs300.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs100,800.00
4	Engineers	Work	E	Rs1,000.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs208,000.00
5	Steel Fixer	Work	S	Rs200.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs4,800.00
6	Carpenter	Work	C	Rs240.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs0.00
7	Painter	Work	P	Rs250.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs0.00
8	Architect	Work	A	Rs800.00/hr	Rs0.00/hr	Rs0.00	Prorated	Calender No.1	Rs89,600.00
9	Steel	Material	S	Rs100,000.00		Rs0.00	Prorated		Rs160,000.00
10	Concrete Material	Material	C	Rs200,000.00		Rs0.00	Prorated		Rs430,000.00
11	Bricks	Material	B	Rs30,000.00		Rs0.00	Prorated		Rs30,000.00
12	Cement	Material	C	Rs30,000.00		Rs0.00	Prorated		Rs30,000.00
13	Marble	Material	M	Rs300,000.00		Rs0.00	Prorated		Rs0.00
14	Tiles	Material	T	Rs600,000.00		Rs0.00	Prorated		Rs60,000.00
15	Cables	Material	C	Rs100,000.00		Rs0.00	Prorated		Rs20,000.00
16	Termite Proofing Material	Material	T	Rs20,000.00		Rs0.00	Prorated		Rs24,000.00
17	Water Proofing	Material	W	Rs20,000.00		Rs0.00	Prorated		Rs24,000.00
18	Emulsion	Material	E	Rs200,000.00		Rs0.00	Prorated		Rs30,000.00
19	Doors and Accessories	Material	D	Rs100,000.00		Rs0.00	Prorated		Rs0.00
20	Doors	Material	D	Rs120,000.00		Rs0.00	Prorated		Rs0.00
21	Windows	Material	W	Rs40,000.00		Rs0.00	Prorated		Rs0.00
22	Dacoring Accessories	Material	D	Rs200,000.00		Rs0.00	Prorated		Rs0.00
23	Washroom Vanity	Material	W	Rs50,000.00		Rs0.00	Prorated		Rs0.00
24	Railing	Material	R	Rs28,000.00		Rs0.00	Prorated		Rs0.00
25	Frames	Material	F	Rs70,000.00		Rs0.00	Prorated		Rs0.00
26	Wooden Material	Material	W	Rs150,000.00		Rs0.00	Prorated		Rs0.00

Construction of Auditorium at Superior Group of Colleges, Lahore

D	Resource Name	Type	Initials	Std. Rate	Qty. Rate Cost/Use	Accrue At	Base Calendar	Actual Cost
27	Fixtures and Supplies	Material	F	Rs100,000.00	Rs0.00	Prorated		Rs0.00
28	Pipes	Material	P	Rs120,000.00	Rs0.00	Prorated		Rs324,000.00
29	Excavator	Material	E	Rs10,000.00	Rs0.00	Prorated		Rs10,000.00
30	Mixer	Material	M	Rs20,000.00	Rs0.00	Prorated		Rs40,000.00
31	Lifter	Material	L	Rs30,000.00	Rs0.00	Prorated		Rs0.00
32	Scaffolding	Material	S	Rs80,000.00	Rs0.00	Prorated		Rs120,000.00
33	HVAC System	Material	H	Rs8,000,000.00	Rs0.00	Prorated		Rs8,000,000.00
34	Decorating contractors	Material	D	Rs7,000,000.00	Rs0.00	Prorated		Rs7,000,000.00

### 13.2. Work Breakdown Structure and Durations

Work breakdown structure has been displayed on next 22 pages. Only first 2 are displayed remaining are in hardform

Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1st H	1st C
	Project 1	Construction of an Auditorium	290 days	Mon 11/2/15	Fri 12/9/16				May
	Project 1.1	Project Feasibility Stage	23 days	Mon 11/2/15	Wed 12/2/15				
	Project 1.1.1	Proposal and Approval of Design	14 days	Mon 11/2/15	Thu 11/19/15		Architect[200%]		
	Project 1.1.2	Submit proposal of Foundation Structure	7 days	Tue 11/10/15	Tue 11/24/15	3	Engineers		
	Project 1.1.3	Submit proposal of Base Designs	7 days	Tue 11/10/15	Tue 11/24/15	3	Engineers		
	Project 1.1.4	Submit proposal of Electrical Designs	7 days	Tue 11/10/15	Tue 11/24/15	3	Engineers		
	Project 1.1.5	Submit proposal of Plumbing Designs	9 days	Tue 11/10/15	Wed 11/25/15	3	Engineers		
	Project 1.1.6	Approval of Designs	11 days	Sat 11/14/15	Wed 12/2/15	7,5,6,4	Engineers		
	Project 1.2	Approval of Material from Head office	22 days	Fri 11/20/15	Mon 12/21/15				
	Project 1.2.1	Soil testing results	8 days	Fri 11/20/15	Tue 12/8/15	8			
	Project 1.2.2	Reinforcement of Steel	4 days	Fri 11/20/15	Fri 12/4/15	8	Steel [1.1]		
	Project 1.2.3	Concrete filling Submission	6 days	Fri 11/20/15	Mon 12/7/15	8	Concreting Material[1.1]		

Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1st H	1st C
	Project 1.3.1.4	Soil Digging	13 days	Mon 12/14/15	Mon 1/11/16	23,24	Excavator[1],Labour		May
	Project 1.3.1.5	PCC ratio 1:4:8	2 days	Tue 12/22/15	Tue 1/12/16	25	Concreting Material[1]		
	Project 1.3.1.6	Scaffolding erection for foundation	4 days	Wed 12/23/15	Thu 1/14/16	26	Labour,Scaffolding[2]		
	Project 1.3.1.7	Steel reinforcement installation	2 days	Wed 12/23/15	Thu 12/24/15	27,SS	Steel [1.5],Steel Fixer		
	Project 1.3.1.8	Concrete pouring	2 days	Thu 12/24/15	Sat 12/26/15	28	Concreting Material[1]		
	Project 1.3.2	Beam Construction of Auditorium	27 days	Sat 12/26/15	Tue 2/2/16				
	Project 1.3.2.1	Termite Proofing Material	2 days	Sat 12/26/15	Mon 12/28/15	29	Labour,Termite Proofing Material[2]		
	Project 1.3.2.2	Underground Services Laying	6 days	Mon 12/28/15	Mon 1/4/16	31	Labour[200%]		
	Project 1.3.2.3	Drainage System	8 days	Mon 12/28/15	Wed 1/6/16	31	Labour[50%],Pipes[1]		
	Project 1.3.2.4	Underground Pipes installation	1.5 days	Fri 1/1/16	Thu 1/7/16	33	Labour[200%],Pipes[1]		
	Project 1.3.2.5	Footing Brickwork	14 days	Tue 1/5/16	Fri 1/22/16	32,34	Bricks[2],Cement[2],Labour		
	Project 1.3.2.6	Backfilling upto Plinth Beam Level	8 days	Thu 1/21/16	Mon 2/1/16	35	Labour		

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor Resource Names
1	📅	Project 1	Construction of an Auditorium	290 days	Mon 11/2/15	Fri 12/9/16	
2	📅	Project 1.1	Project Feasibility Stage	23 days	Mon 11/2/15	Wed 12/2/15	
3	📅	Project 1.1.1	Proposal and Approval of Design	14 days	Mon 11/2/15	Thu 11/19/15	Architect[200%]
4	📅	Project 1.1.2	Submit proposal of Foundation Structure	7 days	Tue 11/10/15	Tue 11/24/15	3 Engineers
5	📅	Project 1.1.3	Submit proposal of Base Designs	7 days	Tue 11/10/15	Tue 11/24/15	3 Engineers
6	📅	Project 1.1.4	Submitt proposal of Electrical Designs	7 days	Tue 11/10/15	Tue 11/24/15	3 Engineers
7	📅	Project 1.1.5	Submitt proposal of Plumbing Designs	9 days	Tue 11/10/15	Wed 11/25/15	3 Engineers
8	📅	Project 1.1.6	Approval of Designs	11 days	Sat 11/14/15	Wed 12/2/15	7,5,6,4 Engineers
9	📅	Project 1.2	Approval of Material from Head office	22 days	Fri 11/20/15	Mon 12/21/15	
10	📅	Project 1.2.1	Soil testing results	8 days	Fri 11/20/15	Tue 12/8/15	8 Steel [1.1]
11	📅	Project 1.2.2	Reinforcement of Steel	4 days	Fri 11/20/15	Fri 12/4/15	8 Concreting Material[1.1]
12	📅	Project 1.2.3	Concrete filling Submission	6 days	Fri 11/20/15	Mon 12/7/15	

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Task

- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- Inactive Task
- Inactive Milestone
- External Tasks
- External Milestone
- Deadline
- Progress
- Manual Progress

Task Name	Duration	Start	Finish	Predecessor/Resource Names	1st H	1st C
Project 1.2.4	4 days	Fri 11/20/15	Fri 12/4/15	8	Termite Proofing Material[1.2]	May
Project 1.2.5	4 days	Fri 11/20/15	Fri 12/4/15	8	Water Proofing[1.2]	
Project 1.2.6	6 days	Fri 11/20/15	Mon 12/7/15	8	Pipes[1.2]	
Project 1.2.7	4 days	Fri 11/20/15	Fri 12/4/15	8	Tiles[1.1]	
Project 1.2.8	4 days	Fri 11/20/15	Fri 12/4/15	8	Emulsion[1.15]	
Project 1.2.9	4 days	Fri 11/20/15	Fri 12/4/15	8	Cables[1.2]	
Project 1.2.10	19 days	Thu 11/26/15	Mon 12/21/15	10,11,1	Engineers	
Project 1.3	45 days	Mon 12/7/15	Sat 2/6/16			
Project 1.3.1	28.5 days	Mon 12/7/15	Thu 1/14/16			
Project 1.3.1.1	4 days	Mon 12/7/15	Wed 12/23/15	19		
Project 1.3.1.2	2 days	Wed 12/9/15	Mon 1/4/16	22	Labour[300%]	
Project 1.3.1.3	9 days	Wed 12/9/15	Thu 12/31/15	22	Labour	

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- Task
- Split
- Milestone
- Summary
- Project Summary
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
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- External Milestone
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- Manual Progress

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor Resource Names	1st H 1st C May
25	3	Project 1.3.1.4	Soil Digging	13 days	Mon 12/14/15	Mon 1/11/16	Excavator[1], Labour	
26	3	Project 1.3.1.5	PCC ratio 1:4:8	2 days	Tue 12/22/15	Tue 1/12/16	Concreting Material[1]	
27	3	Project 1.3.1.6	Scaffolding erection for foundation	4 days	Wed 12/23/15	Thu 1/14/16	Labour, Scaffolding[2]	
28	3	Project 1.3.1.7	Steel reinforcement installation	2 days	Wed 12/23/15	Thu 12/24/15	Steel [1.5], Steel Fixer	
29	3	Project 1.3.1.8	Concrete pouring	2 days	Thu 12/24/15	Sat 12/26/15	Concreting Material[1]	
30	3	Project 1.3.2	<b>Beam Construction of Auditorium</b>	<b>27 days</b>	<b>Sat 12/26/15</b>	<b>Tue 2/2/16</b>		
31	3	Project 1.3.2.1	Termite Proofing Material	2 days	Sat 12/26/15	Mon 12/28/15	Labour, Termite Proofing Material[2]	
32	3	Project 1.3.2.2	Underground Services Laying	6 days	Mon 12/28/15	Mon 1/4/16	Labour[200%]	
33	3	Project 1.3.2.3	Drainage System	8 days	Mon 12/28/15	Wed 1/6/16	Labour[50%], Pipes[1]	
34	3	Project 1.3.2.4	Underground Pipes installation	1.5 days	Fri 1/1/16	Thu 1/7/16	Labour[200%], Pipes[1]	
35	3	Project 1.3.2.5	Footing Brickwork	14 days	Tue 1/5/16	Fri 1/22/16	Bricks[2], Cement[2], Labour	
36	3	Project 1.3.2.6	Backfilling upto Plinth Beam Level	8 days	Thu 1/21/16	Mon 2/1/16	Labour	

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**Task**

**Split**

**Milestone**

**Summary**

**Project Summary**

**Inactive Task**

**Inactive Milestone**

**Inactive Summary**

**Manual Task**

**Duration-only**

**Manual Summary Rollup**

**Manual Summary**

**Start-only**

**Finish-only**

**External Tasks**

**External Milestone**

**Deadline**

**Progress**

**Manual Progress**

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor/Resource Names	1st H 1st C May
37		Project 1.3.2.7	Erecting Scaffolding for Plinth Beam	4 days	Thu 1/21/16	Tue 1/26/16	35 Scaffolding[1.5]	
38		Project 1.3.2.8	Installation of Steel Reinforcement	4 days	Thu 1/21/16	Tue 1/26/16	37SS Steel [2],Steel Fixer	
39		Project 1.3.2.9	Pouring of concrete	2 days	Tue 1/26/16	Tue 2/2/16	38,36 Concreting Material[	
40		Project 1.3.3	Leveling of Ground for site	8 days	Wed 1/27/16	Sat 2/6/16		
41		Project 1.3.3.1	DPC application for water proofing	2 days	Wed 1/27/16	Wed 2/3/16	39 Water	
42	✓	Project 1.3.3.2	Underground pipes installation for sanitary	1 day	Wed 1/27/16	Thu 1/28/16	39 Proofing[2],Labour[2	
43		Project 1.3.3.3	filling backing upto floor level	5 days	Fri 1/29/16	Sat 2/6/16	41,42 Labour	
44		Project 1.3.3.4	Soil leveling	1 day	Fri 1/29/16	Thu 2/4/16	41,42 Labour[200%]	
45		Project 1.4	Super Structure of Auditorium	140 days	Mon 2/8/16	Sat 8/20/16		
46		Project 1.4.1	Completion of Walls and Stairs	42 days	Mon 2/8/16	Tue 4/5/16		
47		Project 1.4.1.1	Construction of Brick walls	50 days	Mon 2/8/16	Tue 4/5/16	44,43 Bricks[4],Cement[3],	
48		Project 1.4.1.2	Placing Door frames at required location	8 days	Fri 2/12/16	Tue 2/23/16	47SS+4 Frames[1]	

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ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor Resource Names	1st H	1st C
49		Project 1.4.1.3	Placing Window frames at required location	8 days	Mon 2/15/16	Wed 2/24/16	47SS+5 Frames[1]		May
50		Project 1.4.1.4	Shuttering for lintels	4 days	Tue 2/16/16	Fri 2/19/16	47SS+6 Scaffolding[0.2]		
51		Project 1.4.1.5	Pouring concrete in lintels	2 days	Sat 2/20/16	Mon 2/22/16	50 Concreting Material[0.25],Maso		
52		Project 1.4.1.6	Shuttering for stairs	2 days	Tue 2/23/16	Wed 2/24/16	51 Scaffolding[0.3]		
53		Project 1.4.1.7	Placing reinforcement for stairs	5 days	Tue 2/23/16	Sat 2/27/16	51 Steel [0.4],Steel Fixer		
54		Project 1.4.1.8	Pouring concrete	2 days	Mon 2/29/16	Tue 3/1/16	53,48,4 Concreting Material[1]		
55		Project 1.4.1.9	Making Stairs Steps	2 days	Wed 3/2/16	Thu 3/3/16	54 Bricks[1],Cement[1],		
56		Project 1.4.2	Completion of Roof	79 days	Fri 3/4/16	Wed 6/22/16			
57		Project 1.4.2.1	Shuttering for Roof	7 days	Fri 3/4/16	Fri 3/11/16	55 Labour,Scaffolding[1]		
58		Project 1.4.2.2	Fixing Steel in Roof	4 days	Sat 3/12/16	Wed 3/16/16	57 Steel [2],Steel Fixer		
59		Project 1.4.2.3	Electical conduiting in roof	4 days	Sat 3/12/16	Wed 3/16/16	57 Cables[0.75],Labour		
60		Project 1.4.2.4	Pouring of concrete in roof	2 days	Thu 3/17/16	Fri 3/18/16	58,59 Concreting Material[1],Mixer[1],		

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- Task
- Split
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- Inactive Task
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- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- External Tasks
- External Milestone
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- Manual Progress

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor/Resource Names	1st H	1st C
61		Project 1.4.2.5	Curing of Roof Slab	67 days	Sat 3/19/16	Sat 6/4/16	60	Labour[50%]	May
62		Project 1.4.2.6	Removing the Shuttering	2 days	Mon 6/6/16	Tue 6/7/16	61	Labour	
63		Project 1.4.2.7	Shuttering for OHWT	2 days	Wed 6/8/16	Thu 6/9/16	62	Labour,Scaffolding[0.5]	
64		Project 1.4.2.8	Pouring Concrete for OHWT	2 days	Fri 6/10/16	Mon 6/13/16	63	Concreting Material[0.5],Mixer[0.5],Water Proofing[1]	
65		Project 1.4.2.9	Applying Water Proofing for OHWT	2 days	Tue 6/14/16	Wed 6/15/16	64		
66		Project 1.4.2.10	Laying Mud Layer on Roof of Auditorium	2 days	Mon 6/6/16	Tue 6/7/16	61	Labour,Water Proofing[1]	
67		Project 1.4.2.11	Laying Jumboloan on Roof of Auditorium	2 days	Wed 6/8/16	Thu 6/9/16	66	Labour,Water Proofing[1]	
68		Project 1.4.2.12	Laying Bituman on Roof of Auditorium	2 days	Fri 6/10/16	Sat 6/11/16	67	Labour,Water Proofing[1]	
69		Project 1.4.2.13	Fixing Brick Tiles on Roof of auditorium	5 days	Mon 6/13/16	Fri 6/17/16	68	Bricks[3],Cement[1.5]	
70		Project 1.4.2.14	Brick work for walls of Auditorium	4 days	Sat 6/18/16	Wed 6/22/16	65,69	Bricks[1],Cement[1],	
71		Project 1.4.3	Plaster Works	53 days	Wed 6/8/16	Sat 8/20/16			
72		Project 1.4.3.1	Electrical Conduiting in walls	16 days	Wed 6/8/16	Sat 6/25/16	62	Cables[1],Labour	

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- Task
- Split
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- Manual Summary Rollup
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- Manual Progress

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor/Resource Names	1st H 1st C May
73		Project 1.4.3.2	Making water supply connections in walls of Auditorium	4 days	Wed 6/8/16	Sat 6/11/16	62 Pipes[1],Labour	
74		Project 1.4.3.3	Applying Plaster on exterior walls of Auditorium	17 days	Mon 6/27/16	Fri 7/15/16	72,73 Cement[2],Masons,L	
75		Project 1.4.3.4	Applying Plaster on interior walls	24 days	Sat 7/16/16	Fri 8/12/16	74 Cement[2],Masons,L	
76		Project 1.4.3.5	Applying Plaster on Stairs	2 days	Sat 7/16/16	Mon 7/18/16	74 Cement[1],Masons	
77		Project 1.4.3.6	Applying plaster on roof	7 days	Sat 8/13/16	Sat 8/20/16	75,76 Cement[2],Masons,L	
78		Project 1.4.4	<b>Completion of Floor and Septic Tank</b>	<b>14 days</b>	<b>Mon 6/13/16</b>	<b>Thu 6/30/16</b>		
79		Project 1.4.4.1	Laying Brick Ballast on floor	7 days	Mon 6/13/16	Mon 6/20/16	73 Bricks[1],Masons	
80		Project 1.4.4.2	Excavation for Septic Tank	5 days	Mon 6/13/16	Fri 6/17/16	73 Excavator[1],Labour	
81		Project 1.4.4.3	Shuttering for Septic tank	2 days	Mon 6/20/16	Tue 6/21/16	80 Scaffolding[0.5]	
82		Project 1.4.4.4	Pouring Concrete of Septic Tank	2 days	Wed 6/22/16	Thu 6/23/16	81 Concreting Material[0.5],Mixer[1]	
83		Project 1.4.4.5	Water Proofing of Septic Tank	2 days	Fri 6/24/16	Mon 6/27/16	82 Water Proofing[1]	
84		Project 1.4.4.6	Laying pipes for water supply	7 days	Tue 6/21/16	Tue 6/28/16	79 Labour,Pipes[1]	

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Date: Fri 6/10/16

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor Resource Names	1st H 1st C May
85		Project 1.4.4.7	Laying pipes for sanitation	7 days	Tue 6/21/16	Tue 6/28/16	79 Labour,Pipes[1]	
86		Project 1.4.4.8	Pouring concrete on floor	2 days	Wed 6/29/16	Thu 6/30/16	84,85,8 Concreting Material[1],Mixer[1],	
87		Project 1.5	Finishes	290 days	Mon 11/2/16	Fri 12/9/16		
88		Project 1.5.1	Tiles and Marble Work	29 days	Fri 7/1/16	Wed 8/10/16		
89		Project 1.5.1.1	Fixing tiles on Stage floor	7 days	Fri 7/1/16	Fri 7/8/16	86 Masons,Tiles[0.5]	
90		Project 1.5.1.2	Fixing Tiles on Sideways	2 days	Fri 7/1/16	Wed 7/6/16	86 Masons[200%],Tiles[	
91		Project 1.5.1.3	Fixing Marble on Floor	12 days	Fri 7/1/16	Thu 7/14/16	86 Marble[1],Masons	
92		Project 1.5.1.4	Fixing Skirting	6 days	Fri 7/15/16	Fri 7/22/16	91 Marble[1]	
93		Project 1.5.1.5	Grinding of Marble	12 days	Sat 7/23/16	Fri 8/5/16	91,92 Labour	
94		Project 1.5.1.6	Marble Polish	4 days	Sat 8/6/16	Wed 8/10/16	93 Labour	
95		Project 1.5.1.7	Fixing Marble on Hall roof	5 days	Fri 7/15/16	Wed 7/20/16	91 Marble[0.5],Masons	
96		Project 1.5.1.8	Installing Of other railings	2 days	Thu 7/21/16	Fri 7/22/16	95 Railing[1]	

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Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor Resource Names	1st H 1st C May
97		Project 1.5.2	Installation of Fixtures	54 days	Mon 7/11/16	Thu 9/22/16		
98		Project 1.5.2.1	Fixing Electrical sockets	12 days	Mon 8/22/16	Sat 9/3/16	77	Fixtures and Supplies
99		Project 1.5.2.2	Fixing Light Fixtures	8 days	Mon 9/5/16	Wed 9/14/16	98	Fixtures and Supplies
100		Project 1.5.2.3	Making and fixing wooden closet for hall	16 days	Sat 8/6/16	Wed 8/24/16	93	Carpenter, Wooden Material[1.5]
101		Project 1.5.2.4	Polishing Closets	7 days	Thu 8/25/16	Thu 9/1/16	100	Carpenter
102		Project 1.5.2.5	Installing Closet Locks & handles	2 days	Thu 8/25/16	Fri 8/26/16	100	Fixtures and Supplies[0.1]
103		Project 1.5.2.6	Making and fixing wooden cabinets for Kitchen	9 days	Sat 8/6/16	Tue 8/16/16	93	Carpenter, Wooden Material[1.5]
104		Project 1.5.2.7	Polishing Chairs	7 days	Wed 8/17/16	Wed 8/24/16	103	Carpenter
105		Project 1.5.2.8	Installing seats and other materials	2 days	Thu 8/25/16	Fri 8/26/16	104	Fixtures and Supplies[1]
106		Project 1.5.2.9	Fixing Doors at required location	10 days	Thu 8/11/16	Wed 8/24/16	94	Doors [0.5]
107		Project 1.5.2.10	Polishing Doors	7 days	Thu 8/25/16	Thu 9/1/16	106	Carpenter

Project: Construction of An Aud  
Date: Fri 6/10/16

- Task
- Split
- Milestone
- Summary
- Project Summary
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Inactive Project Summary
- External Tasks
- External Milestone
- Deadline
- Progress
- Manual Progress

ID	Task Mode	WBS	Task Name	Duration	Start	Finish	Predecessor Resource Names	1st H 1st C May
108		Project 1.5.2.11	Fixing door locks	2 days	Thu 8/25/16	Fri 8/26/16	106	Fixtures and Supplies
109		Project 1.5.2.12	Fixing aluminium Windows	6 days	Thu 9/15/16	Thu 9/22/16	99	Windows[2]
110		Project 1.5.2.13	Installation of vanity in Washrooms	2 days	Mon 7/11/16	Tue 7/12/16	89,90	Washroom Vanity[2]
111		Project 1.5.2.14	Fixing washroom accessories	3 days	Mon 7/11/16	Wed 7/13/16	89,90	Dacorating Accessories[0.5]
112		Project 1.5.3	Paint Work and Hand over for other equipments installation	290 days	Mon 11/2/15	Fri 12/9/16		
113		Project 1.5.3.1	Preparing Paint Base for ceiling	6 days	Fri 9/23/16	Thu 9/29/16	111,105	Emulsion[1],Painter
114		Project 1.5.3.2	Appying Paint on Ceiling	5 days	Fri 9/30/16	Wed 10/5/16	113	Painter[150%]
115		Project 1.5.3.3	Preparing Paint Base for Internal Walls	9 days	Thu 7/14/16	Sat 7/23/16	111	Emulsion[1],Painter
116		Project 1.5.3.4	Appying Paint on Internal Walls	4 days	Fri 9/2/16	Tue 9/6/16	115,107	Painter[200%]
117		Project 1.5.3.5	Preparing Paint Base for External Walls	10 days	Thu 10/6/16	Mon 10/17/16	114,116	Emulsion[1],Painter
118		Project 1.5.3.6	Appying Paint on External Walls	9 days	Tue 10/18/16	Thu 10/27/16	117	Painter[200%]
119		Project 1.5.3.8	Handing over for installing HVAC System	1 day	Fri 10/28/16	Fri 10/28/16	118	

Project: Construction of An Aud  
Date: Fri 6/10/16

- Task
- Split
- Milestone
- Summary
- Project Summary
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- External Tasks
- External Milestone
- Deadline
- Progress
- Manual Progress



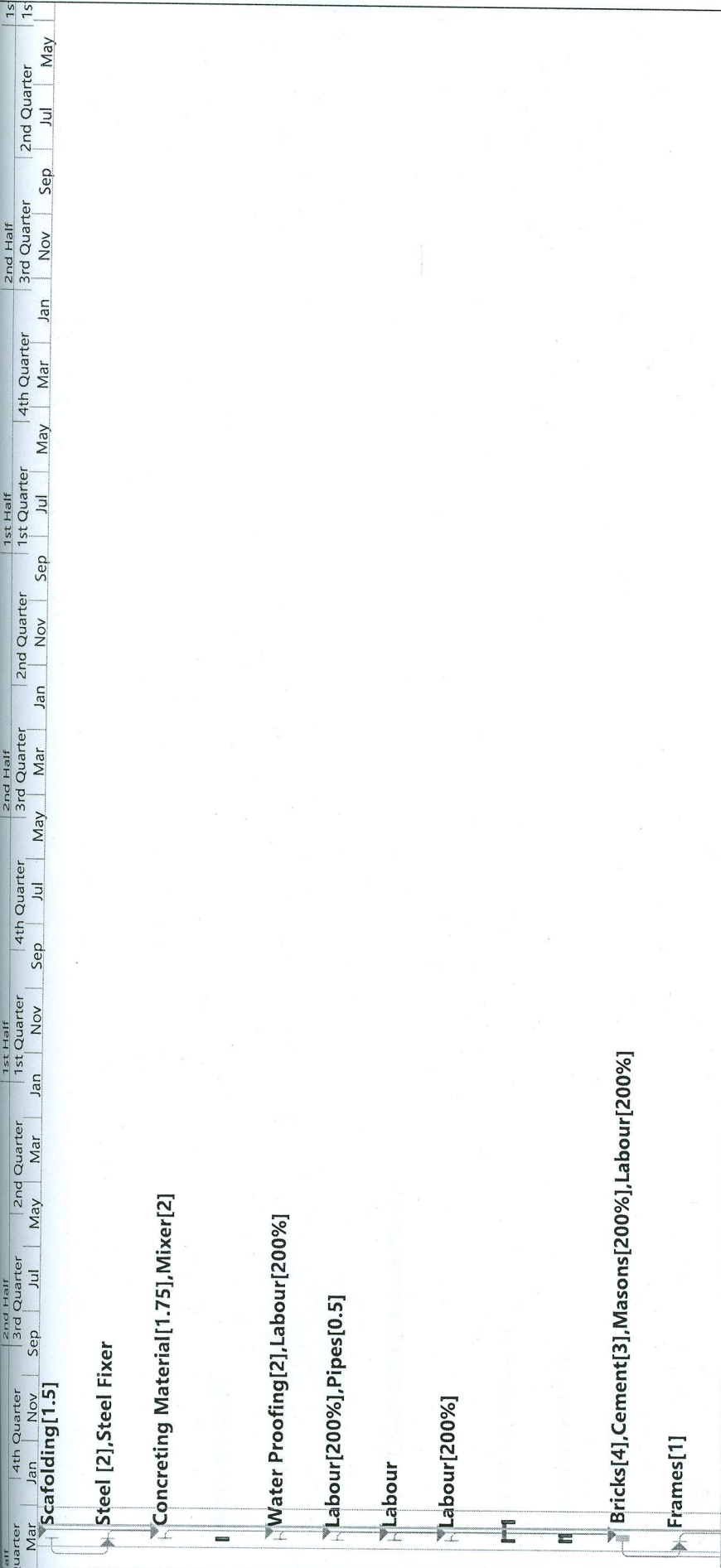


Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

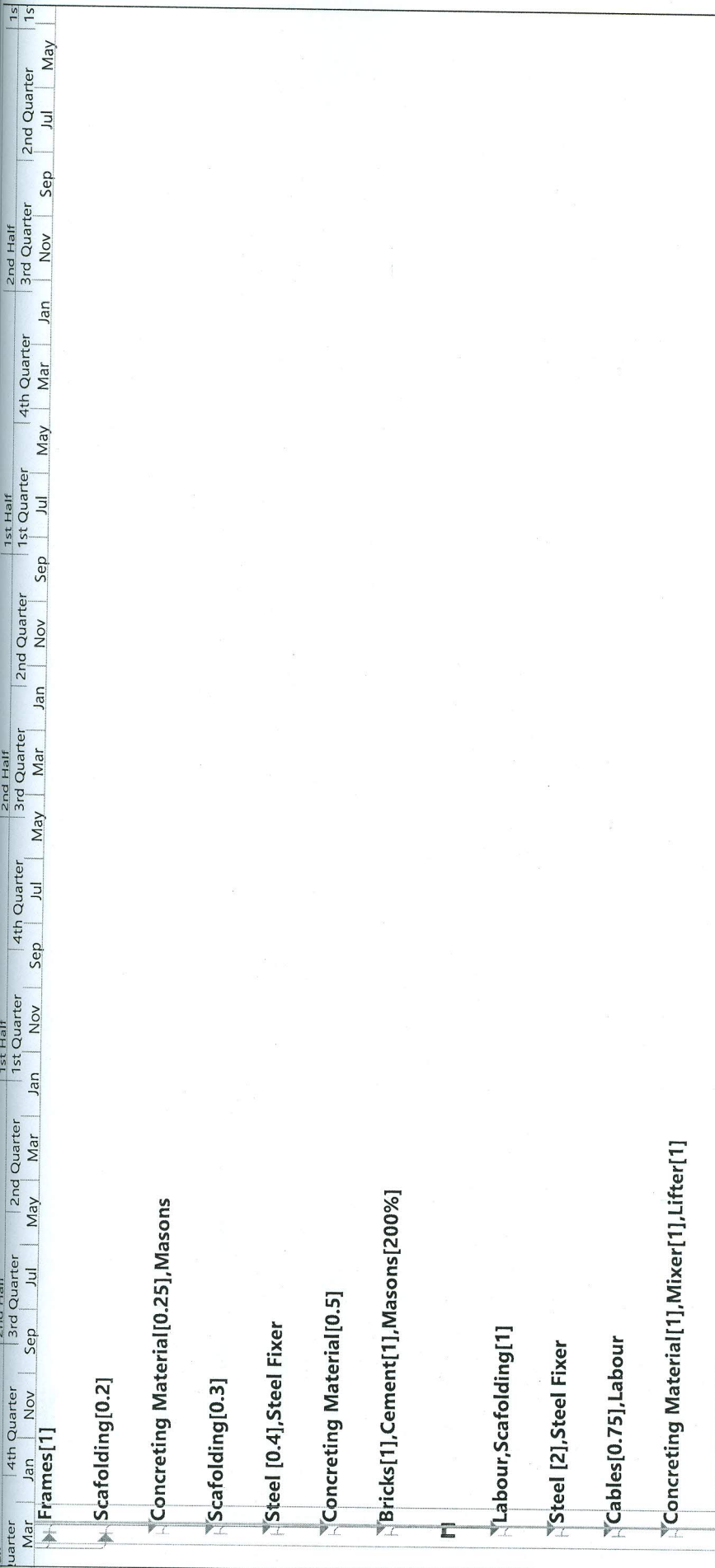
Project: Construction of An Aud  
 Date: Fri 6/10/16





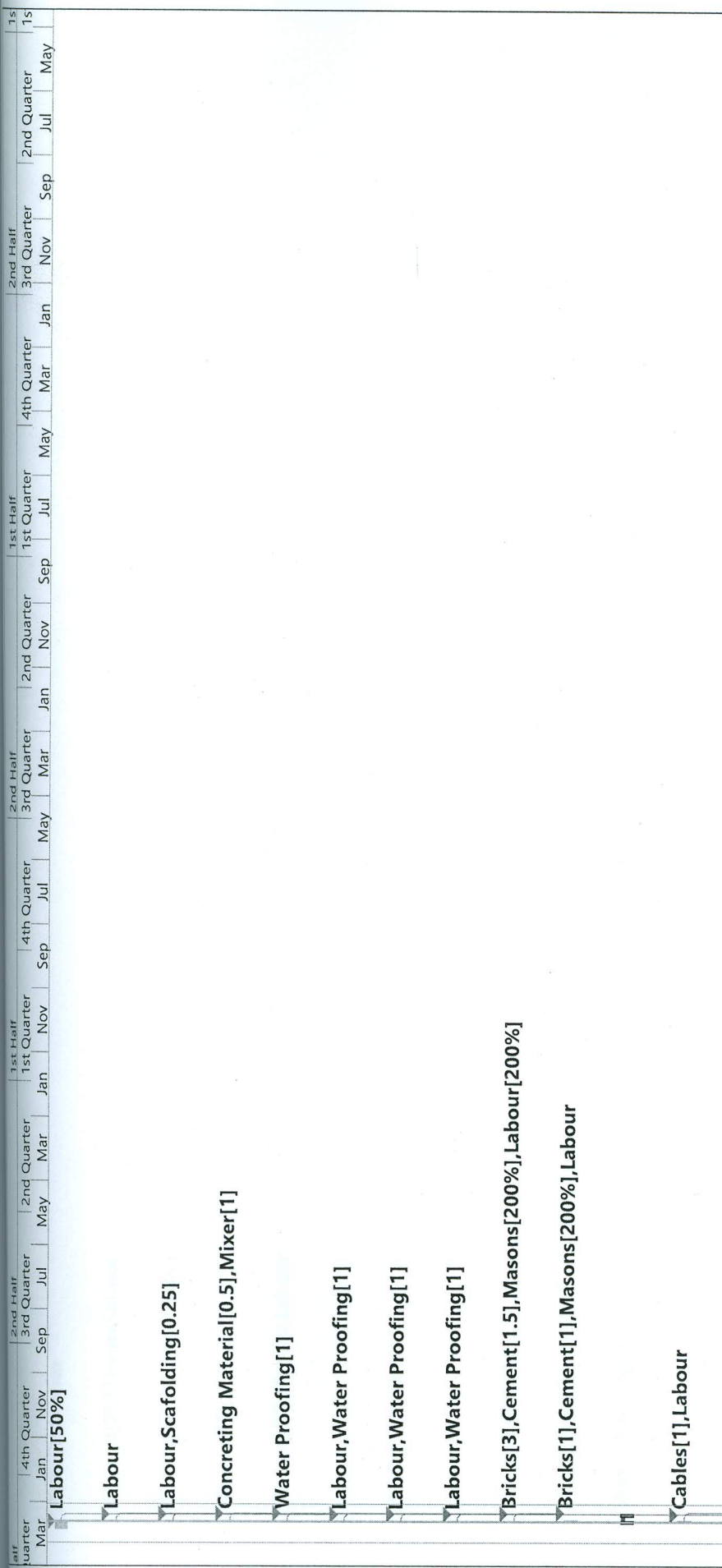


Project: Construction of An Aud Date: Fri 6/10/16		Task	Inactive Summary	External Tasks
Split	Inactive Summary	Manual Task	External Milestone	External Milestone
Milestone	Duration-only	Duration-only	Deadline	Deadline
Summary	Manual Summary Rollup	Manual Summary Rollup	Progress	Progress
Project Summary	Manual Summary	Manual Summary	Manual Progress	Manual Progress
Inactive Task	Start-only	Start-only		
Inactive Milestone	Finish-only	Finish-only		



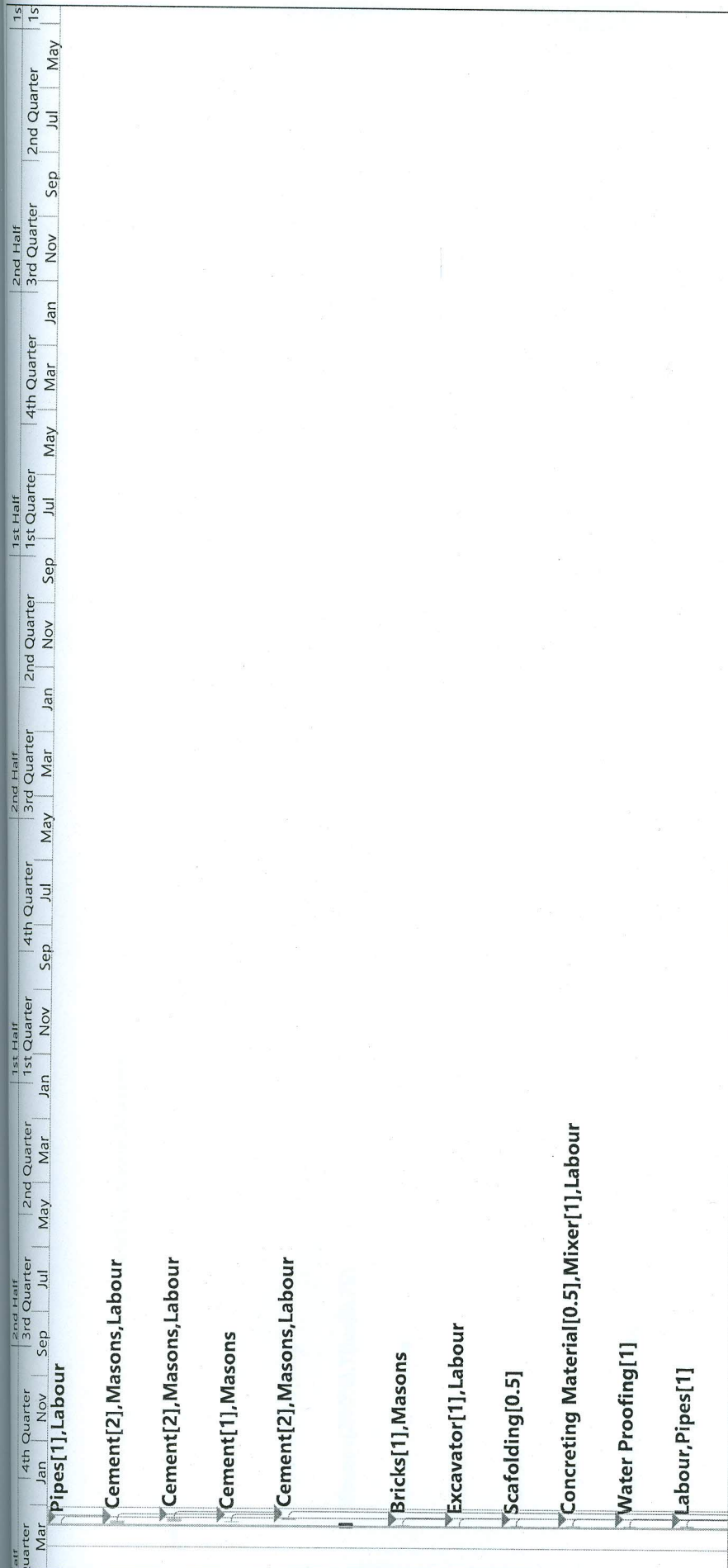
Project: Construction of An Aud  
Date: Fri 6/10/16

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



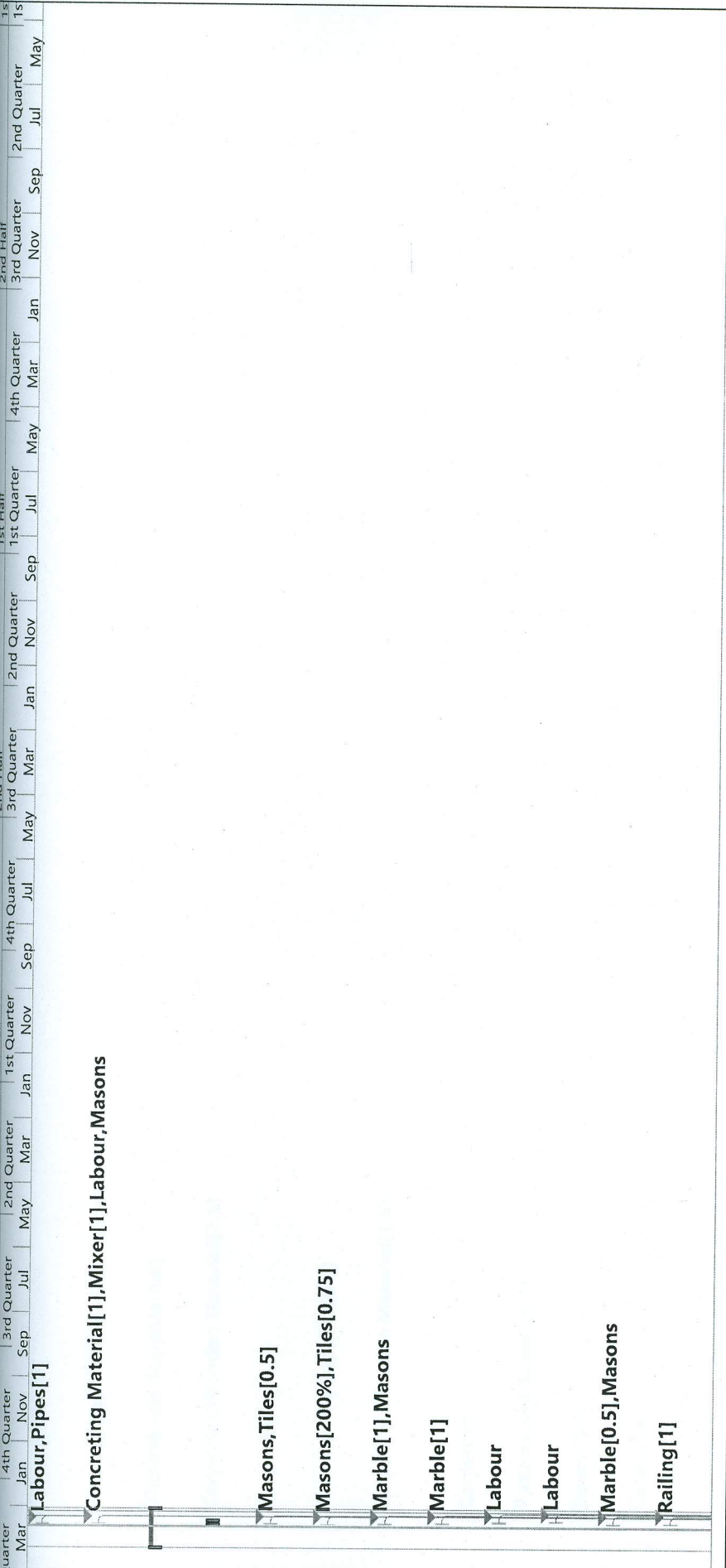
Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

Project: Construction of An Aud  
 Date: Fri 6/10/16



Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

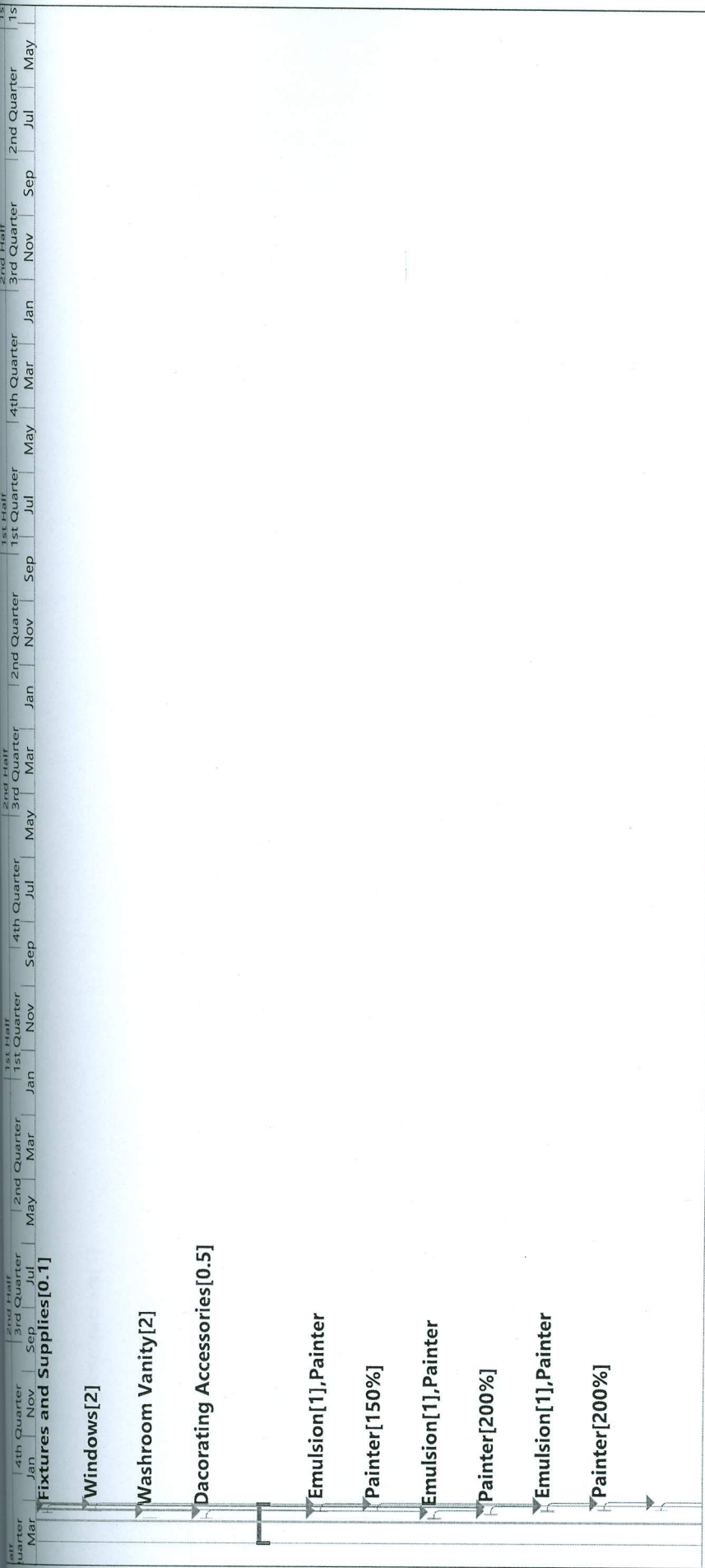
Project: Construction of An Aud  
Date: Fri 6/10/16



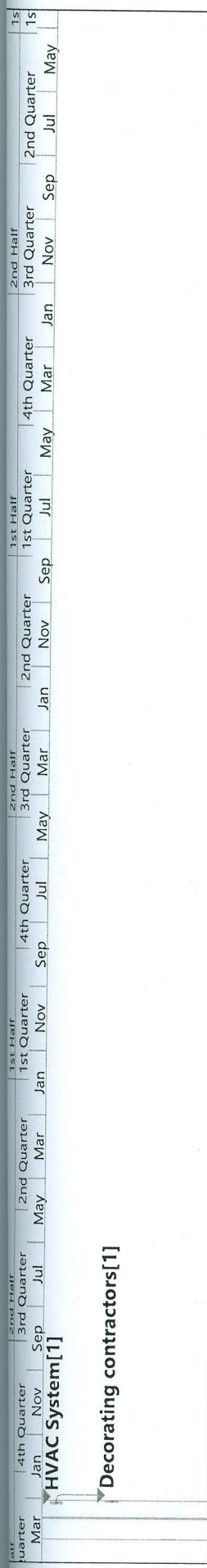
Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

Project: Construction of An Aud  
Date: Fri 6/10/16





Project: Construction of An Aud Date: Fri 6/10/16		Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone		
Milestone	Duration-only	Deadline		
Summary	Manual Summary Rollup	Progress		
Project Summary	Manual Summary	Manual Progress		
Inactive Task	Start-only			
Inactive Milestone	Finish-only			

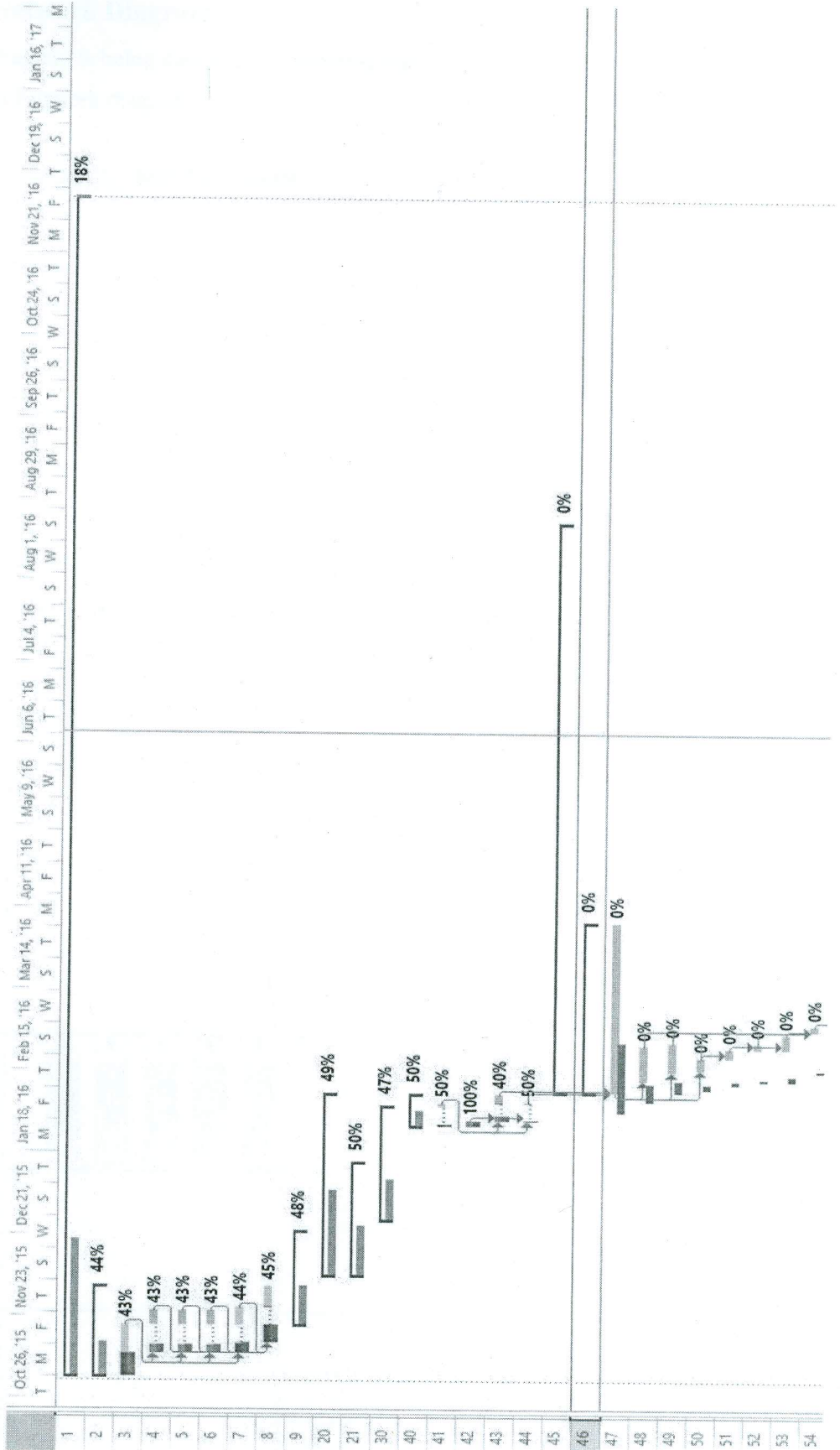


<p>Task</p> <p>Split</p> <p>Milestone</p> <p>Summary</p> <p>Project Summary</p> <p>Inactive Task</p> <p>Inactive Milestone</p>		<p>Inactive Summary</p> <p>Manual Task</p> <p>Duration-only</p> <p>Manual Summary Rollup</p> <p>Manual Summary</p> <p>Start-only</p> <p>Finish-only</p>		<p>External Tasks</p> <p>External Milestone</p> <p>Deadline</p> <p>Progress</p> <p>Manual Progress</p>	
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Project: Construction of An Aud  
 Date: Fri 6/10/16

### 13.3. Project Schedule (Bar Chart)

Project schedule (Bar Chart/Gantt Chart) has been displayed on the page



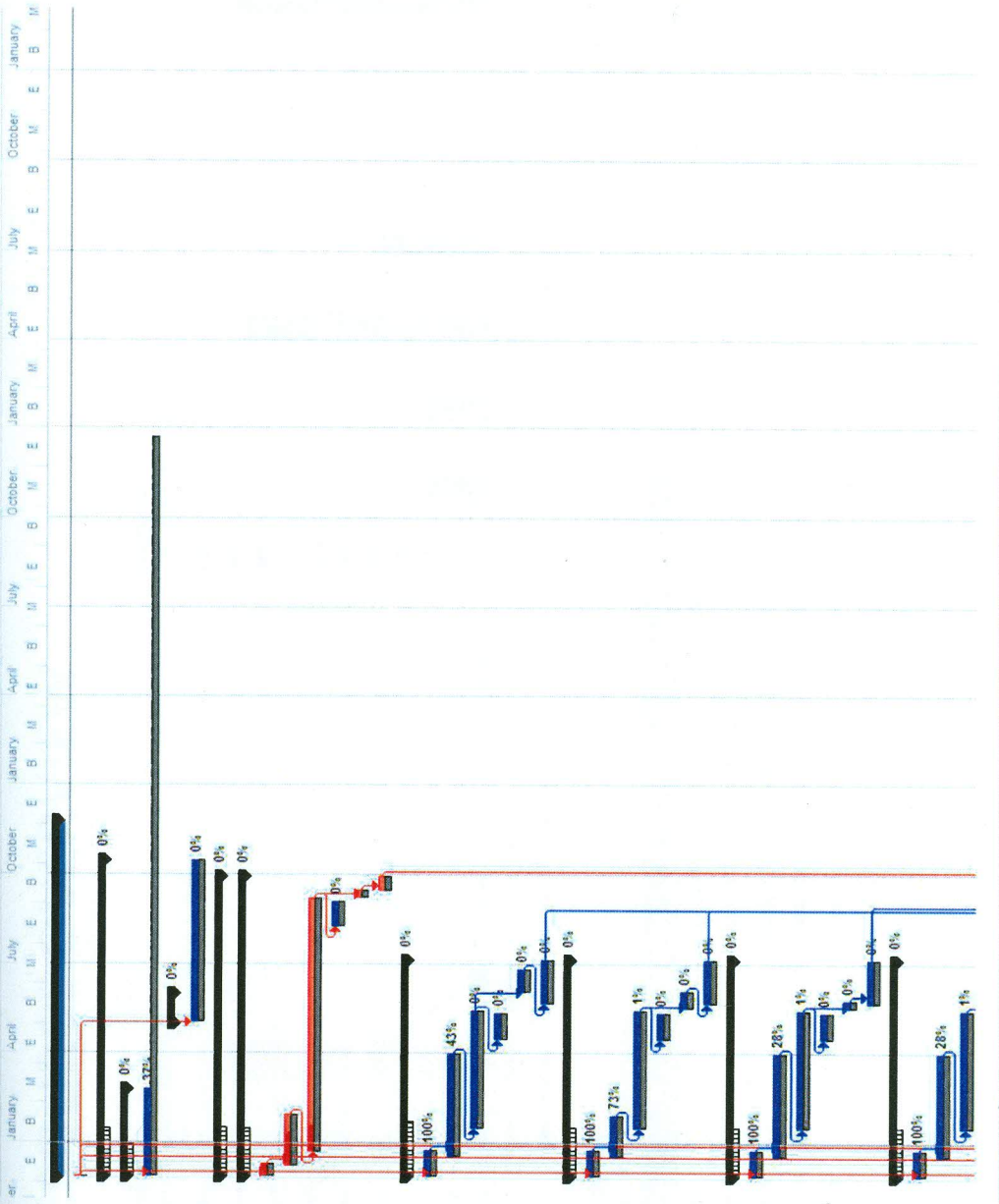
### 13.4. Project Network Diagram:

Project network diagram is being displayed by zooming out the activities and tasks which depicts the project Network diagram.



### 13.5. Gantt Chart

Gantt Chart comprises of next two pages.



### 13.6. Resource Reports:

#### 13.6.1. Resource Overview:

# RESOURCE OVERVIEW



**RESOURCE STATUS**  
Remaining work for all work resources.

Name	Start	Finish	Remaining Work
Masons	Tue 12/22/15	Sat 8/20/16	119 days
Labour	Wed 12/9/15	Sat 9/3/16	330 days
Engineers	Tue 11/10/15	Mon 12/21/15	34 days
Steel Fixer	Wed 12/23/15	Wed 3/16/16	13 days
Carpenter	Sat 8/6/16	Thu 9/4/16	46 days
Painter	Thu 7/14/16	Thu 10/27/16	58.5 days
Architect	Mon 11/2/15	Thu 11/19/15	18 days

RESOURCE OVERVIEW

13.6.2. Over Allocated Resources:

**FILE** TASK RESOURCE REPORT PROJECT VIEW DESIGN

REPORT TOOLS  
Construction of An Auditorium@BT.mpp - Project Professional (Product Activation Failed)

# OVERALLOCATED RESOURCES

**WORK STATUS**  
Work status for overallocated resources

1 days
1 days
1 days
1 days
1 days
1 days
1 days
0 days
0 days
0 days
0 days
0 days

Actual Work Remaining Work  
0 days

**OVERALLOCATION**  
Surplus work assigned to overallocated resources. To resolve overallocations use [Team Planner View](#)

1 days
1 days
1 days
1 days
1 days
1 days
1 days
0 days
0 days
0 days
0 days
0 days

Overallocation  
11/1/15

### 13.7. Cash Reports

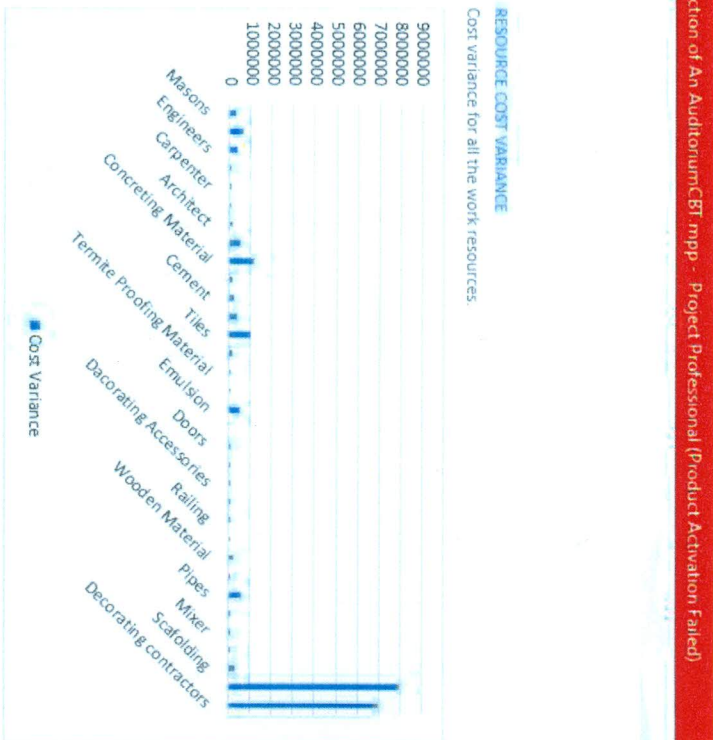
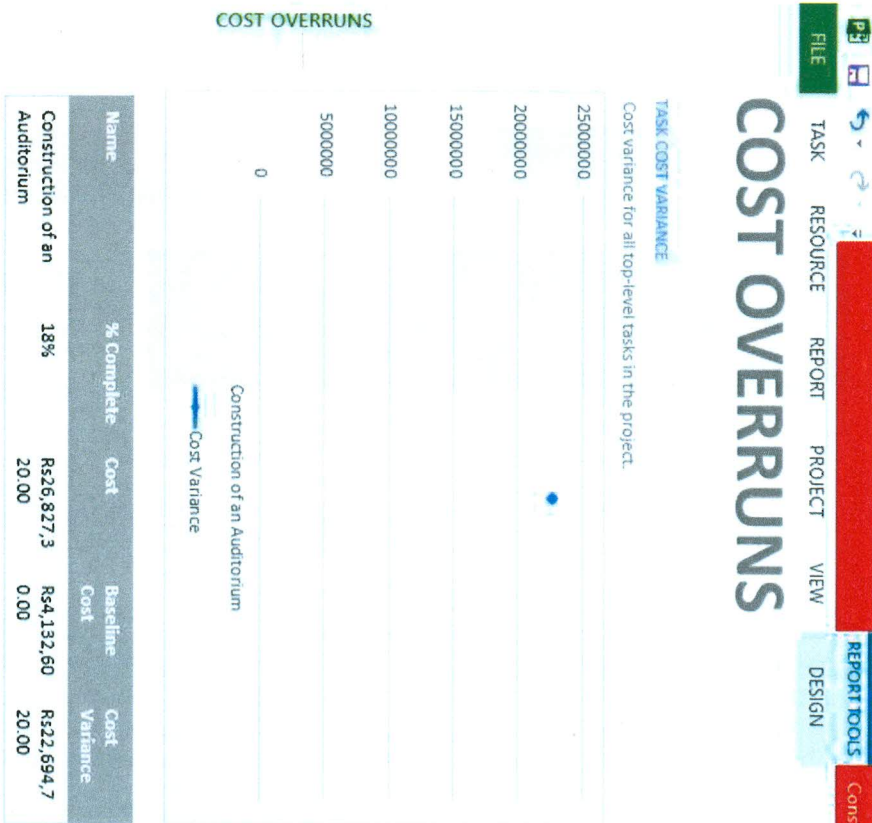
#### 13.7.1. Cash Flow Reports



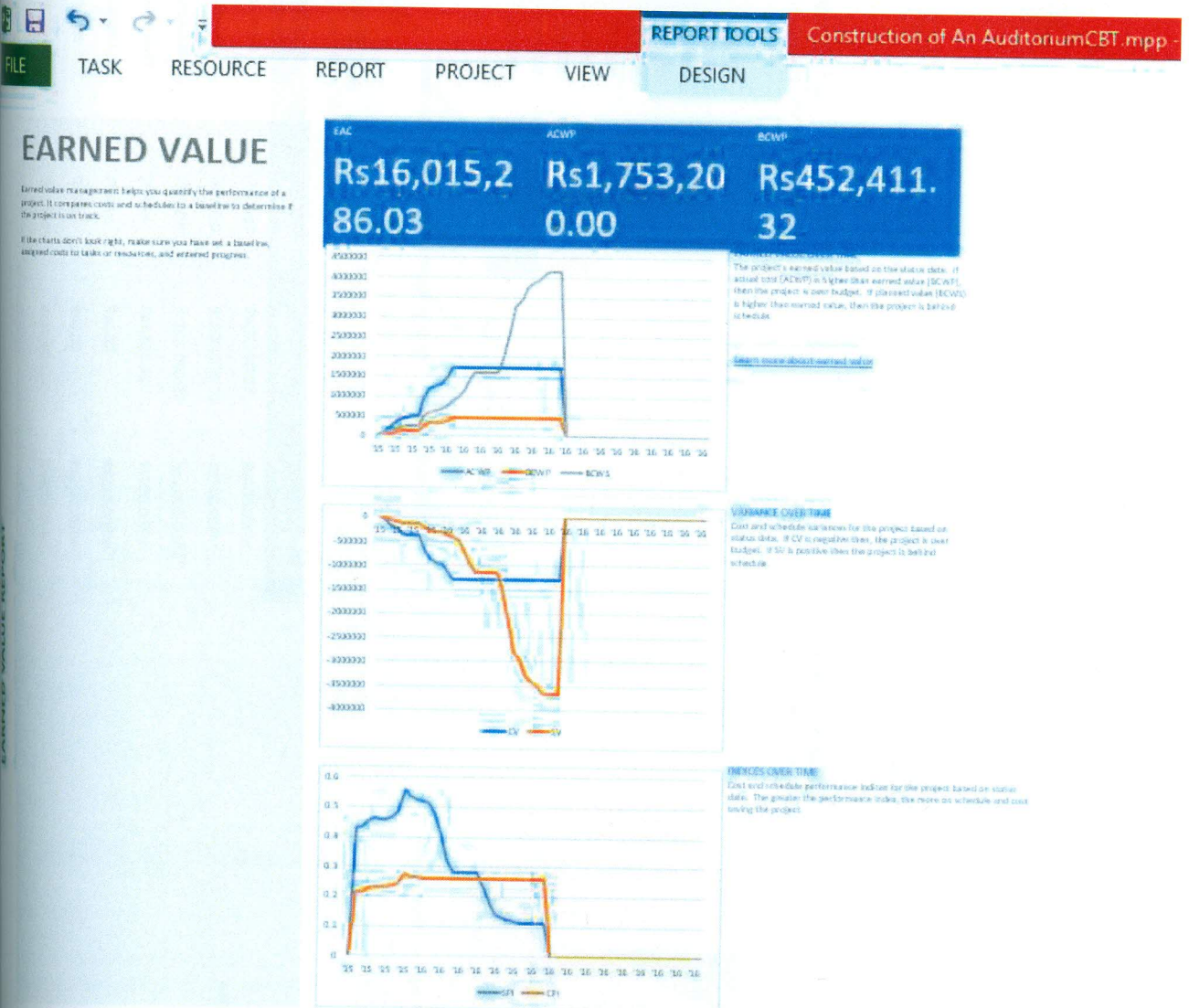
CASH FLOW

CASH FLOW

13.7.2. Cost Overruns Report:



### 13.7.3. Earned Value Report



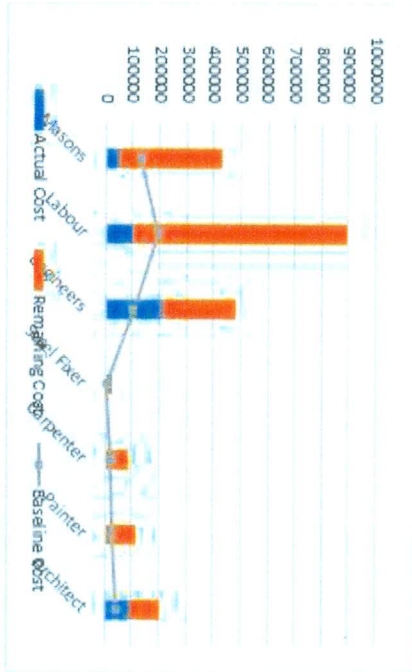
13.7.4. Resource Cost Overview:

RESOURCE COST OVERVIEW

COST DETAILS

Cost details for all work resources.

Name	Actual Work	Actual Cost	Standard Rate
Masons	15 days	RS48,000.00	RS400.00/hr
Labour	42 days	RS100,800.00	RS300.00/hr
Engineers	26 days	RS208,000.00	RS1,000.00/hr
Steel Fixer	3 days	RS4,800.00	RS200.00/hr
Carpenter	0 days	RS0.00	RS240.00/hr
Painter	0 days	RS0.00	RS250.00/hr
Architect	14 days	RS89,600.00	RS300.00/hr

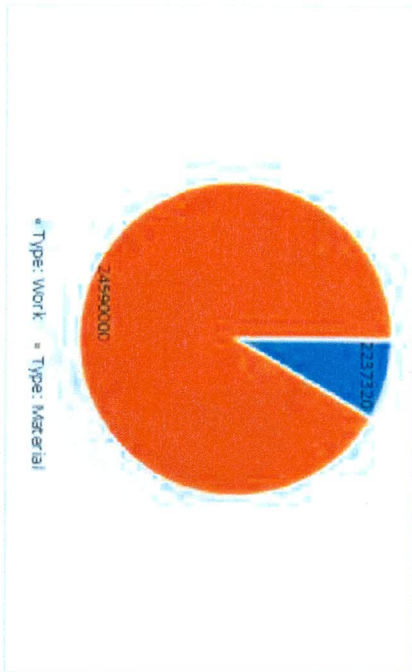


COST STATUS

Cost status for work resources.

COST DISTRIBUTION

How costs are spread out amongst different resource types.



# RESOURCE COST OVERVIEW

FILE TASK RESOURCE REPORT PROJECT VIEW DESIGN

REPORT TOOLS

Construction of An AuditoriumCBT.mpp - P

13.7.5. Task Cost Overview Report:

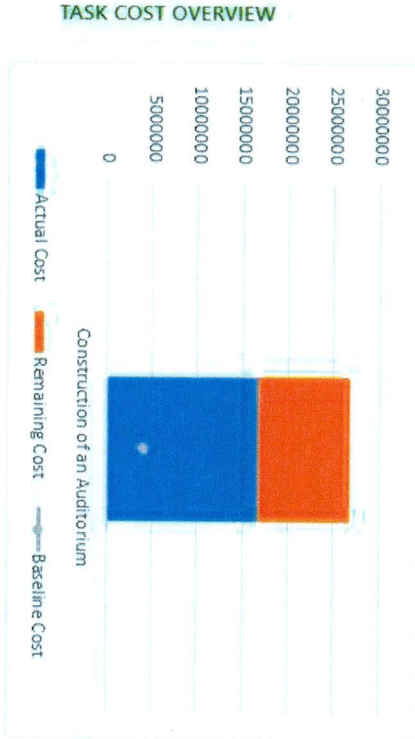
FILE TASK RESOURCE REPORT PROJECT VIEW DESIGN REPORT TOOLS

Construction of An Auditorium\CBT.mpp - Project Professional (Product Activat

# TASK COST OVERVIEW

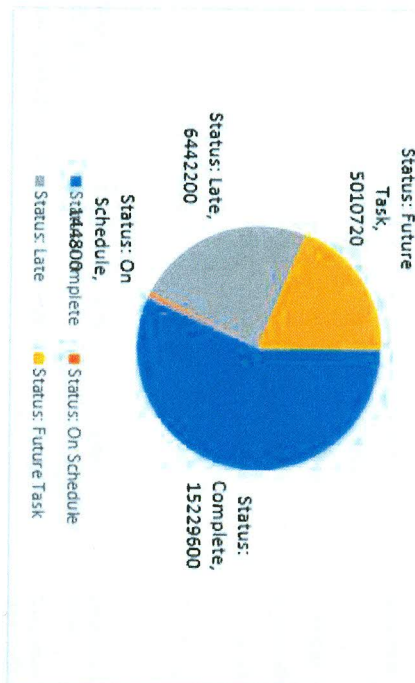
**COST STATUS**

Cost status for top-level tasks.



**COST DISTRIBUTION**

How costs are spread out amongst tasks based on their status.



**COST DETAILS**

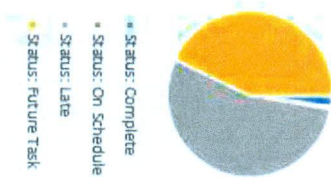
Cost details for all top-level tasks.

Name	Fixed Cost	Actual Cost	Remaining Cost	Cost	Baseline Cost	Cost Variance
Construction of an Auditorium	R\$0.00	R\$16,759,200.00	R\$10,074,120.00	R\$26,827,320.00	R\$4,132,600.00	R\$22,694,720.00

### 13.8. In Progress Reports:

#### 13.8.1. Critical Task:

#### CRITICAL TASKS



A task is critical if there is no room in the schedule for it to slip.  
[Learn more about managing your project's critical path.](#)

Name	Start	Finish	% Complete	Remaining Work	Resource Names
Proposal and Approval of Design	Mon 11/2/15	Thu 11/19/15	43%	18 days	Architect[200%]
Submit proposal of Plumbing Designs	Tue 11/10/15	Wed 11/25/15	44%	5 days	Engineers
Approval of Designs	Sat 11/14/15	Wed 12/2/15	45%	6 days	Engineers
Soil testing results	Fri 11/20/15	Tue 12/8/15	50%	0 days	
Approval of Material	Thu 11/26/15	Mon 12/21/15	42%	11 days	Engineers
Land Clearing	Wed 12/9/15	Mon 1/4/16	50%	3 days	Labour[300%]
Soil Digging	Mon 12/14/15	Mon 1/11/16	54%	6 days	Excavator[1],Labour
PCC ratio 1:4:8	Tue 12/22/15	Tue 1/12/16	50%	1 day	Concreting Material[1.3],Mas ons
Steel reinforcement installation	Wed 12/23/15	Thu 12/24/15	50%	1 day	Steel [1.5],Steel Fixer
Concrete pouring	Thu 12/24/15	Sat 12/26/15	50%	3 days	Concreting Material[1],labou r[300%],Mixer[2]
Drainage System	Mon 12/28/15	Wed 1/6/16	50%	2.5 days	Labour[50%],Pipe s[1]
Footing Brickwork	Tue 1/5/16	Fri 1/22/16	43%	0 days	Bricks[2],Cement[ 2],Masons[200%]
Backfilling upto Plinth Beam Level	Thu 1/21/16	Mon 2/1/16	38%	6 days	Labour
Pouring of concrete	Tue 1/26/16	Tue 2/2/16	50%	0 days	Concreting Material[1.75],Mi xer[2]
DPC application for water proofing	Wed 1/27/16	Wed 2/3/16	50%	2 days	Water Proofing[2],Labou r[200%]

FILE TASK RESOURCE REPORT PROJECT VIEW DESIGN

REPORT TOOLS Construction of An AuditoriumCBT.mpp - Project Professional

# CRITICAL TASKS

13.8.2. Late Task:

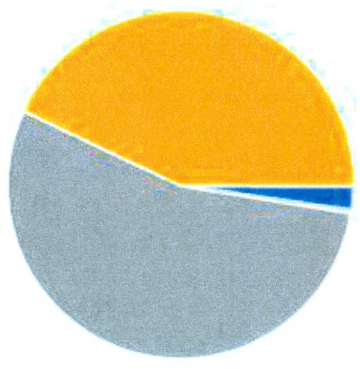
**LATE TASKS**

FILE TASK RESOURCE REPORT PROJECT VIEW DESIGN DESIGN LAYOUT

REPORT TOOLS TABLE TOOLS

Construction of An Auditorium.CRT.mpg - Project Profession

LATE TASKS

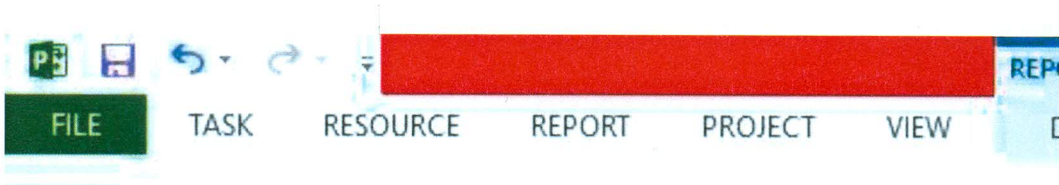


Tasks that are late as compared to the status date. A task is late if its finish date has passed or it is not progressing as planned.

Name	Start	Finish	% Complete	Remaining Work	Resource Names
Proposal and Approval of Design	Mon 11/2/15	Thu 11/19/15	43%	18 days	Architect[200%]
Submit proposal of Foundation Structure	Tue 11/10/15	Tue 11/24/15	43%	4 days	Engineers
Submit proposal of Base Designs	Tue 11/10/15	Tue 11/24/15	43%	4 days	Engineers
Submit proposal of Electrical Designs	Tue 11/10/15	Tue 11/24/15	43%	4 days	Engineers
Submit proposal of Plumbing Designs	Tue 11/10/15	Wed 11/25/15	44%	5 days	Engineers
Approval of Designs	Sat 11/14/15	Wed 12/2/15	45%	6 days	Engineers
Soil testing results	Fri 11/20/15	Tue 12/8/15	50%	0 days	
Reinforcement of Steel	Fri 11/20/15	Fri 12/4/15	50%	0 days	Steel [1.1]
Concrete filling Submission	Fri 11/20/15	Mon 12/7/15	50%	0 days	Concreting Material[1.1]
Termite Proof Materials approval	Fri 11/20/15	Fri 12/4/15	50%	0 days	Termite Proofing Material[1.2]
Water Proofing of Foundation	Fri 11/20/15	Fri 12/4/15	50%	0 days	Water Proofing[1.2]
Sanitary work and Drainage Suctem	Fri 11/20/15	Mon 12/7/15	50%	0 days	Pipes[1.2]



### 13.8.4. Slipping Task:



# SLIPPING TASKS

SLIPPING TASKS



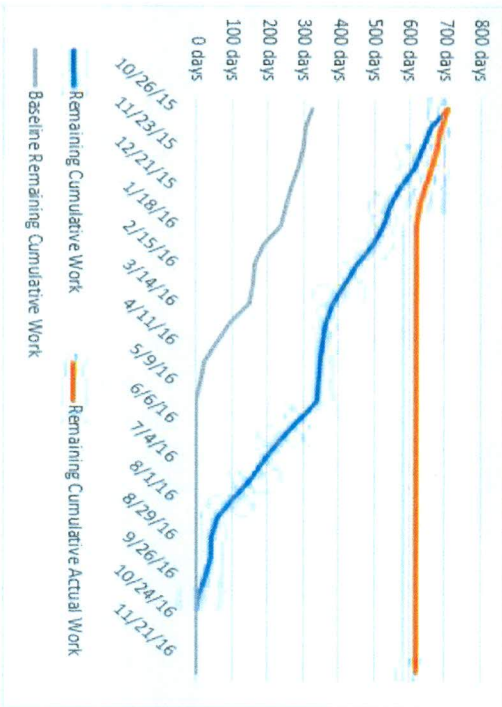
### 13.9. Project Dashboard:

#### 13.9.1. Burn Down:

**BURNDOWN**

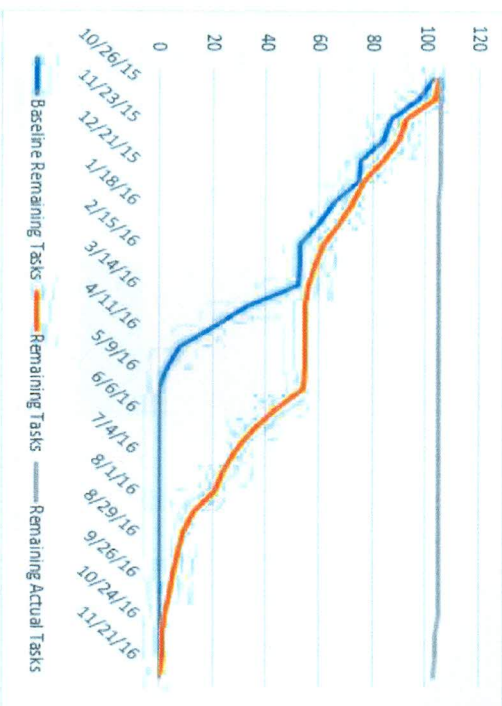
# BURNDOWN

Mon 11/2/15 - Fri 12/9/16



**WORK BURNDOWN**

Shows how much work you have completed and how much you have left. If the remaining cumulative work line is steeper, then the project may be late. Is your baseline zero?



**TASK BURNDOWN**

Shows how many tasks you have completed and how many you have left. If the remaining tasks line is steeper, then your project may be late.

13.9.2. Cost Overview:

COST OVERVIEW

MON 11/2/15 - FRI 12/9/16

# COST OVERVIEW

COST

**Rs26,827,320.00**

REMAINING COST

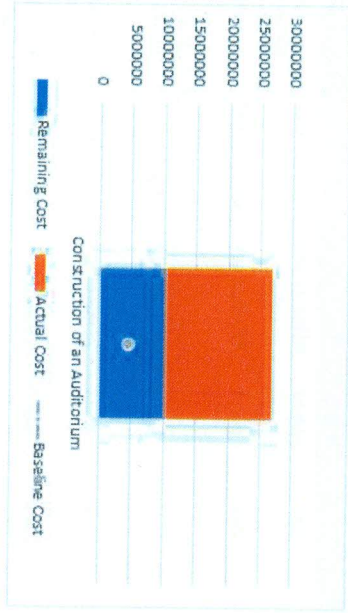
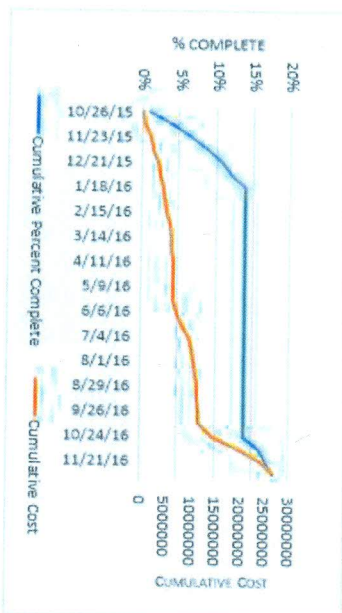
**Rs10,074,120.00**

% COMPLETE

**18%**

**COST STATUS**  
Cost status for top level tasks:

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost	Cost Variance
Construction of an Auditorium	Rs16,753,200.00	Rs10,074,120.00	Rs4,132,600.00	Rs26,827,320.00	Rs22,694,720.00

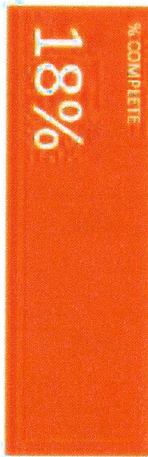


13.9.3. Project Overview:

PROJECT OVERVIEW

# PROJECT OVERVIEW

MON 11/2/15 - FRI 12/9/16

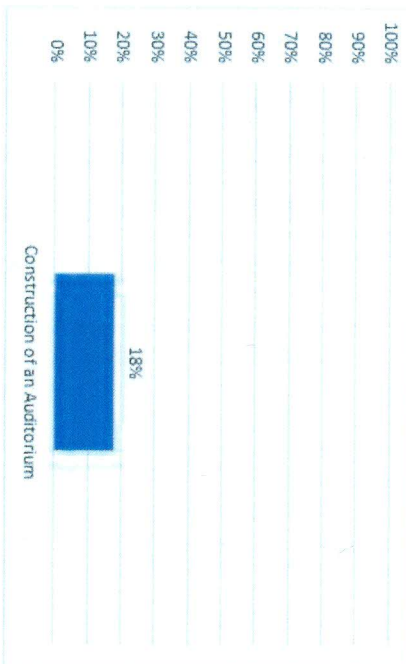


MILESTONES DUE

Milestones that are coming soon.



**% COMPLETE**  
Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



LATE TASKS

Tasks that are past due:

Name	Start	Finish	Duration	% Complete	Resource Names
Proposal and Approval of Design	Mon 11/2/15	Thu 11/19/15	14 days	43%	Architect[200 %]
Submit proposal of Foundation Structure	Tue 11/10/15	Tue 11/24/15	7 days	43%	Engineers
Submit proposal of Base Designs	Tue 11/10/15	Tue 11/24/15	7 days	43%	Engineers
Submit proposal of Electrical Designs	Tue 11/10/15	Tue 11/24/15	7 days	43%	Engineers
Submit proposal of Plumbing Designs	Tue 11/10/15	Wed 11/25/15	9 days	44%	Engineers

Construction of Auditorium at Superior Group of Colleges, Lahore

Submitt proposal of Plumbing Designs	Tue 11/10/15	Wed 11/25/15	9 days	44%	Engineers
Approval of Designs	Sat 11/14/15	Wed 12/2/15	11 days	45%	Engineers
Soil testing results	Fri 11/20/15	Tue 12/8/15	8 days	50%	
Reinforcement of Steel	Fri 11/20/15	Fri 12/4/15	4 days	50%	Steel [1.1]
Concrete filling Submission	Fri 11/20/15	Mon 12/7/15	6 days	50%	Concreting Material[1.1]
Termite Proof Materials approval	Fri 11/20/15	Fri 12/4/15	4 days	50%	Termite Proofing Material[1.2]
Water Proofing of Foundation	Fri 11/20/15	Fri 12/4/15	4 days	50%	Water Proofing[1.2]
Sanitary work and Drainage System	Fri 11/20/15	Mon 12/7/15	6 days	50%	Pipes[1.2]
Ceramic Tiles Approval	Fri 11/20/15	Fri 12/4/15	4 days	50%	Tiles[1.1]
Exterior and interior paint approval	Fri 11/20/15	Fri 12/4/15	4 days	50%	Emulsion[1.15]
Electrical Cables Approval	Fri 11/20/15	Fri 12/4/15	4 days	50%	Cables[1.2]
Approval of Material	Thu 11/26/15	Mon 12/21/15	19 days	42%	Engineers
Site Mobilization	Mon 12/7/15	Wed 12/23/15	4 days	50%	
Land Clearing	Wed 12/9/15	Mon 1/4/16	2 days	50%	Labour[300%]
Land Cleaning	Wed 12/9/15	Thu 12/31/15	9 days	44%	Labour
Soil Digging	Mon 12/14/15	Mon 1/11/16	13 days	54%	Excavator[1], Labour
PCC ratio 1:4:8	Tue 12/22/15	Tue 1/12/16	2 days	50%	Concreting Material[1.3], Masons

Construction of Auditorium at Superior Group of Colleges, Lahore

Scaffolding erection for foundation	Wed 12/23/15	Thu 1/14/16	4 days	50%	Labour,Scaffolding[2]
Steel reinforcement installation	Wed 12/23/15	Thu 12/24/15	2 days	50%	Steel [1.5],Steel Fixer
Concrete pouring	Thu 12/24/15	Sat 12/26/15	2 days	50%	Concreting Material[1],Labour[300%],Mixer[2]
Termite Proofing Material	Sat 12/26/15	Mon 12/28/15	2 days	50%	Labour,Termite Proofing Material[2]
Underground Services Laying	Mon 12/28/15	Mon 1/4/16	6 days	50%	Labour[200%]
Drainage System	Mon 12/28/15	Wed 1/6/16	8 days	50%	Labour[50%],Pipes[1]
Underground Pipes installation	Fri 1/1/16	Thu 1/7/16	1.5 days	99%	Labour[200%],Pipes[2]
Backfilling upto Plinth Beam Level	Thu 1/21/16	Mon 2/1/16	8 days	38%	Labour
Erecting Scaffolding for Plinth Beam	Thu 1/21/16	Tue 1/26/16	4 days	50%	Scaffolding[1.5]
Installation of Steel Reinforcement	Thu 1/21/16	Tue 1/26/16	4 days	50%	Steel [2],Steel Fixer
Pouring of concrete	Tue 1/26/16	Tue 2/2/16	2 days	50%	Concreting Material[1.75],Mixer[2]
DPC application for water proofing	Wed 1/27/16	Wed 2/3/16	2 days	50%	Water Proofing[2],Labour[200%]
filling backing upto floor level	Fri 1/29/16	Sat 2/6/16	5 days	40%	Labour
Soil leveling	Fri 1/29/16	Thu 2/4/16	1 day	50%	Labour[200%]

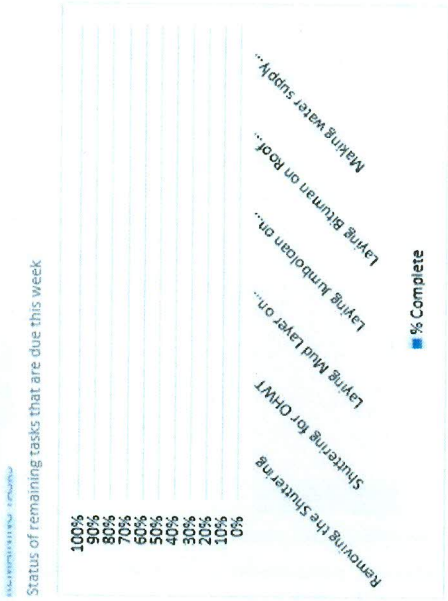
Placing reinforcement for stairs	Tue 2/23/16	Sat 2/27/16	5 days	0%	Steel [0.4],Steel Fixer
Pouring concrete	Mon 2/29/16	Tue 3/1/16	2 days	0%	Concreting Material[0.5]
Making Stairs Steps	Wed 3/2/16	Thu 3/3/16	2 days	0%	Bricks[1],Cement[1],Masons[200%]
Shuttering for Roof	Fri 3/4/16	Fri 3/11/16	7 days	0%	Labour,Scaffolding[1]
Fixing Steel in Roof	Sat 3/12/16	Wed 3/16/16	4 days	0%	Steel [2],Steel Fixer
Electical conduiting in roof	Sat 3/12/16	Wed 3/16/16	4 days	0%	Cables[0.75],Labour
Pouring of concrete in roof	Thu 3/17/16	Fri 3/18/16	2 days	0%	Concreting Material[1],Mixer[1],Lifter[1]
Curing of Roof Slab	Sat 3/19/16	Sat 6/4/16	67 days	0%	Labour[50%]
Removing the Shuttering	Mon 6/6/16	Tue 6/7/16	2 days	0%	Labour
Shuttering for OHWT	Wed 6/8/16	Thu 6/9/16	2 days	0%	Labour,Scaffolding[0.25]
Laying Mud Layer on Roof of Auditorium	Mon 6/6/16	Tue 6/7/16	2 days	0%	Labour,Water Proofing[1]
Laying Jumboloan on Roof of Auditorium	Wed 6/8/16	Thu 6/9/16	2 days	0%	Labour,Water Proofing[1]
Electrical Conduiting in walls	Wed 6/8/16	Sat 6/25/16	16 days	0%	Cables[1],Labour
Making water supply connections in walls of Auditorium	Wed 6/8/16	Sat 6/11/16	4 days	0%	Pipes[1],Labour
Opening and Inugrating of	Mon 11/2/15	Mon 11/2/15	1 day	0%	

13.9.4. Upcoming Task:

% Work Complete  
**14%**

Mon 11/2/15 - Fri 12/9/16

**UPCOMING TASKS**

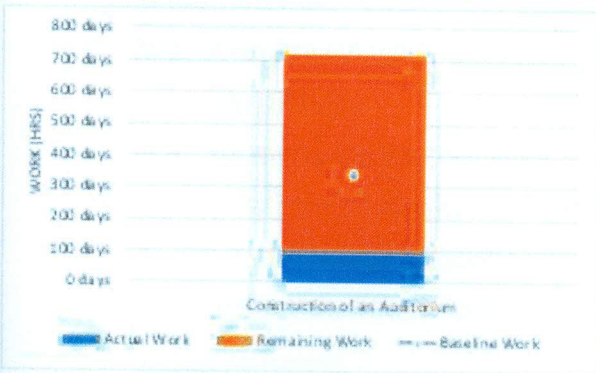


**TASKS STARTING SOON**  
Status of tasks starting in the next week

Name	Resource Names	Start	Finish	Work
Removing the Shuttering	Labour	Mon 6/6/16	Tue 6/7/16	2 days
Shuttering for OHWT	Labour, Scaffolding[0.25]	Wed 6/8/16	Thu 6/9/16	2 days
Pouring Concrete for OHWT	Concreting Material[0.5], Mixer[1]	Fri 6/10/16	Mon 6/13/16	0 days
Laying Mud Layer on Roof of Auditorium	Labour, Water Proofing[1]	Mon 6/6/16	Tue 6/7/16	2 days
Laying Jumboloan on Roof of Auditorium	Labour, Water Proofing[1]	Wed 6/8/16	Thu 6/9/16	2 days
Laying Bituman on Roof of Auditorium	Labour, Water Proofing[1]	Fri 6/10/16	Sat 6/11/16	2 days
Electrical Conduiting in walls	Cables[1], Labour	Wed 6/8/16	Sat 6/25/16	16 days
Making water supply connections in walls of Auditorium	Pipes[1], Labour	Wed 6/8/16	Sat 6/11/16	4 days

UPCOMING TASKS

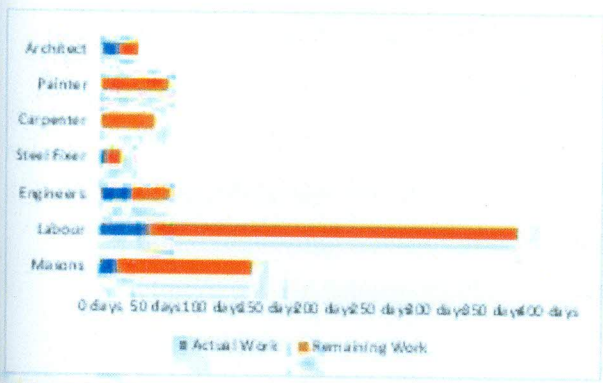
13.9.5. Work Overview:



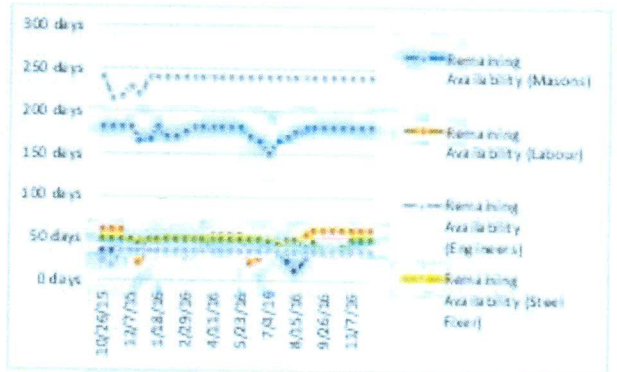
**WORK OVERVIEW**

Mon 11/2/15 - Fri 12/9/16

**WORKSTATS**  
Shows work stats for all top level tasks.



**RESOURCE STATS**  
Shows work stats for all your resources.



**REMAINING AVAILABILITY**  
Shows remaining availability for all work resources.

## 14. References:

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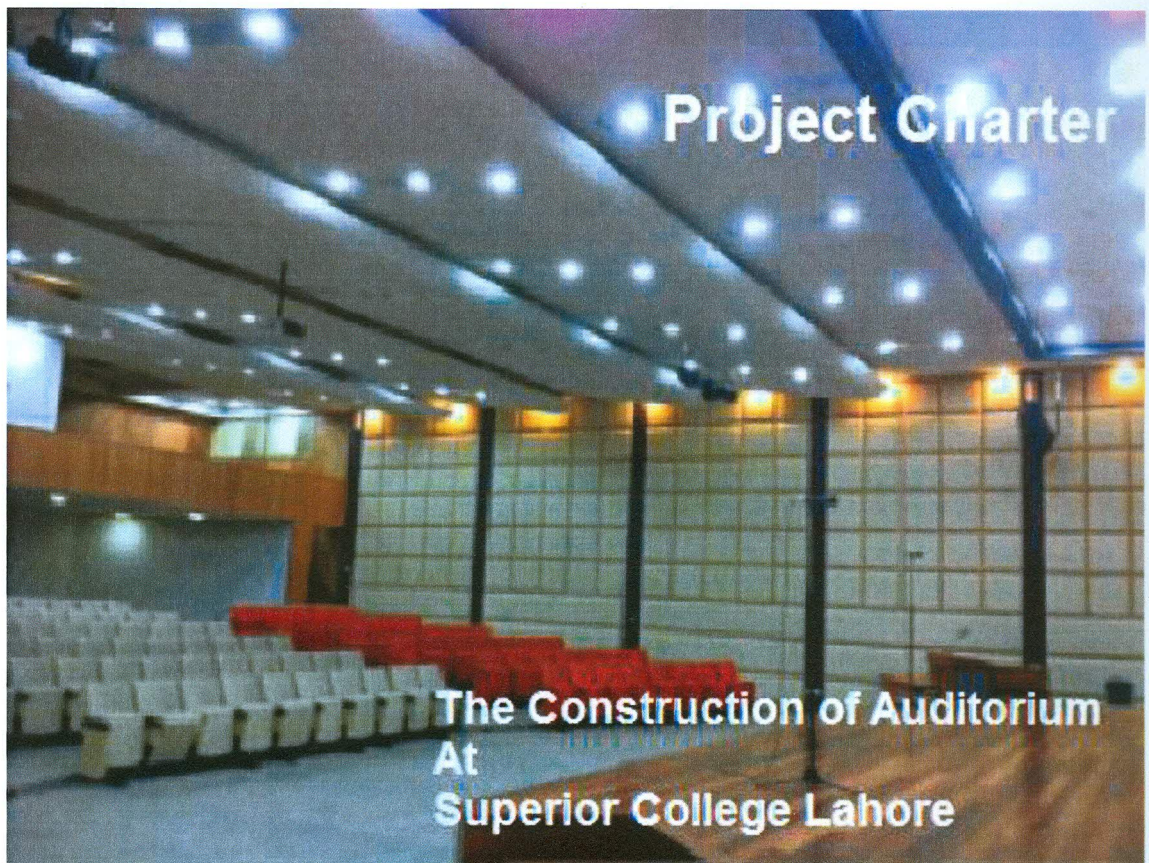
<http://www.elg.net/articles/choosing-right-pmo-setup/>

<http://www.zilicus.com/tour/Project-Tracking/>

<http://www.projectmanagement.com/blog/Voices-on-Project-Management/7949/>

## 15. Appendix A templates:

### 15.1. Project Charter



Superior Group of Colleges, Lahore Pakistan

Version:

Date:

**16.1.1. Version History**

Version #	Completed By	Revision Date	Approved By	Approval Date	Reason
			PMO		

**16.1.2 Introduction**

<Brief introduction of the project.>

**16.1.3 Project Objectives**

<Clearly define project objectives.>

**16.1.4 High Level Requirements**

<Define high level project requirements.>

**16.1.5 Success Criteria**

<List down success criteria's for the project.>:

1. Criteria 1.
2. Criteria 2.

**16.1.6 Estimated Duration**

<Identify estimated duration of the project.>

**16.1.7 High Level Risks**

<List down high level project risks.>

**16.1.8 Project Milestones**

Sr. #	Sample Project Milestone	Schedule
1	Requirements completion	Date
2	Design completion	Date
3	Development completion	Date

### 16.1.9. Stakeholders

Sr. #	Sample Project Stakeholder	Power	Interest	Priority
1	Stakeholder A	High/Low	High/Low	
2	Stakeholder B	High/Low	High/Low	
3	Stakeholder C	High/Low	High/Low	
4	Stakeholder D	High/Low	High/Low	
5	Stakeholder E	High/Low	High/Low	
6	Stakeholder F	High/Low	High/Low	

### 16.1.10 Project Budget Estimates

This section provides a summary of estimated spending to meet the objectives of the project as described in the project charter.

### 16.1.11 Project Organization

This section describes the key roles supporting the project

Name	Role	Responsibilities
<Name>	Project Director	The Project Director is responsible for approval of the project cost and other project deliverables.
<Name>	Project Manager	Person who performs the day-to-day management of the project.
<Name>	Project Coordinator	A person responsible for coordinating and reporting with Officials on projects.

### 16.1.12 Project Charter Approval

The undersigned acknowledge that they have reviewed the project charter and authorize and fund the project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Role: <Project Duties> \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Role: <Project Duties> \_\_\_\_\_

### 16.1.12 Project Charter Approval

The undersigned acknowledge that they have reviewed the project charter and authorize and fund the project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

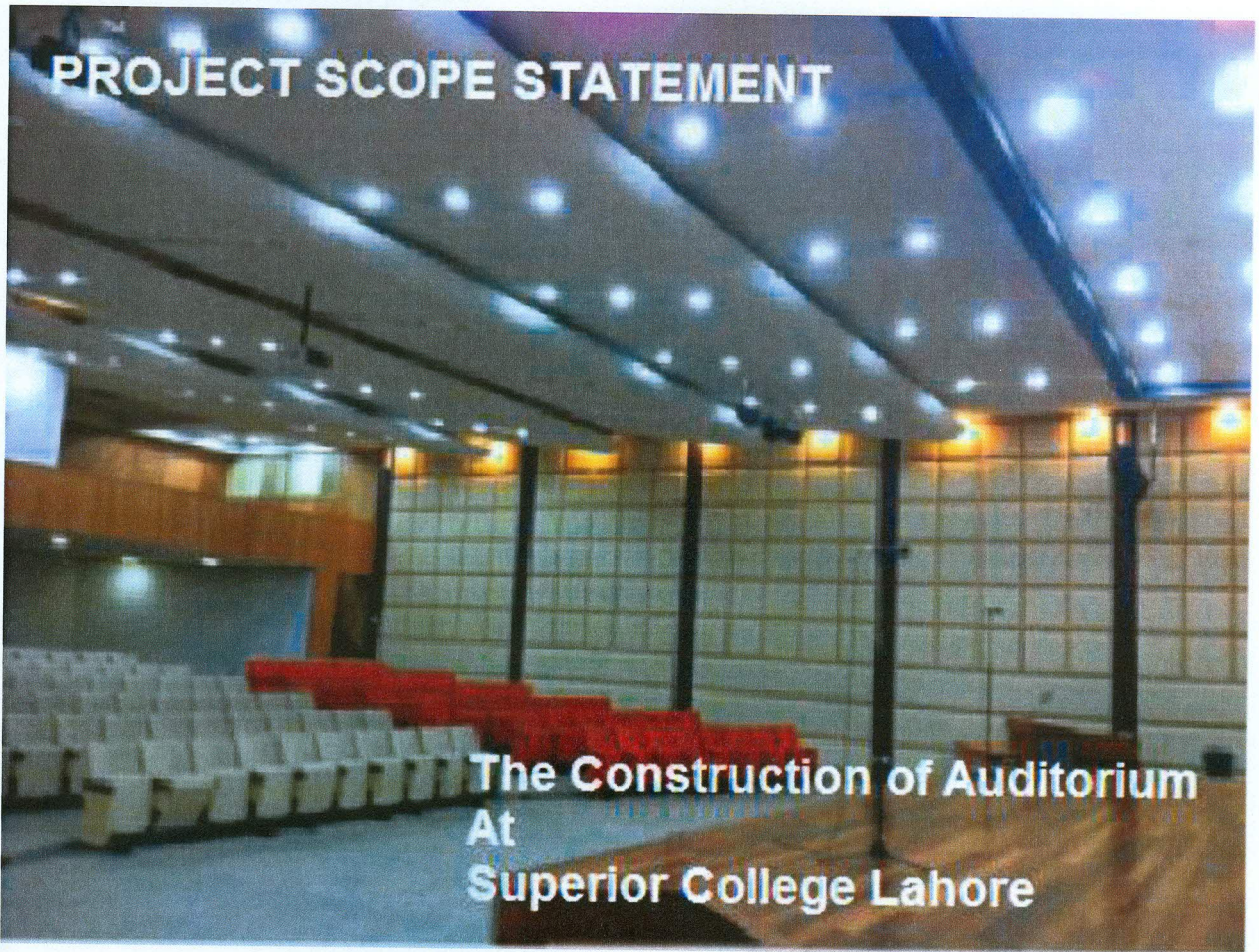
**Role:** <Project Role> \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Role:** <Project Role> \_\_\_\_\_

## 16.2. Project scope statement



### The Construction of Auditorium AT SUPERIOR COLLEGE UNIVERSITY LAHORE

Version: 1.0

Date:

#### 16.2.1. Version history

Version #	Completed By	Revision Date	Approved By	Approval Date	Reason
			PMO		

### 16.2.2 Introduction

<Brief introduction of the project.>

### 16.2.3 Project Scope Description

<It includes the detail description of the project scope.>

### 16.2.4 Acceptance Criteria

Application should have the following features:-

<Characteristic 1>

<Characteristic 2>

<Characteristic 3>

### 16.2.5. Project deliverables

Name	Description
Deliverable 1	<Description A>
Deliverable 2	<Description A>
Deliverable 3	<Description A>
Deliverable 4	<Description A>
Deliverable 5	<Description A>
Deliverable 4	<Description A>

### 16.2.7 Constraints

<The project constraints are along with the time, cost, scope related constraints are written as per written in the above criteria>

Sr. No	Project Objective	Constraints
1	Cost	Description
2	Schedule	Description

### 16.2.8 Assumptions

<Project Assumptions are listed.>

### 16.2.9 Project Exclusions

<Project Assumptions are listed>

16.3. Change Request template:

CHANGE REQUEST FORM			
Project Name	Auditorium Construction	Project Sponsor	Superior University
Project Director		Project Manager	
Initiated by		Date of Request	
Type of Change		Description of the change requested	
<input type="checkbox"/> Funding/Cost Plan Change <input type="checkbox"/> Scope Change or Need <input type="checkbox"/> Schedule Change <input type="checkbox"/> Error Correction			
Priority			
<input type="checkbox"/> 1 - <b>Critical</b> : "I can't move forward until this change is resolved." <input type="checkbox"/> 2 - <b>High</b> : "I'm fine for right now, but unless this change is resolved by the due date, I won't be able to move forward." <input type="checkbox"/> 3 - <b>Normal</b> : "I'm fine for the right now, but this may impact my ability to move forward."			
Benefits of Proposed Changed			
Impact Severity		<input type="checkbox"/> 1 - <b>Critical Impact</b> : Threatens the success of the project <input type="checkbox"/> 2 - <b>High Impact</b> : Significant disruption to project schedule, cost, or quality <input type="checkbox"/> 3 - <b>Normal Impact</b> : Progress disrupted with manageable extensions to short-term schedule and cost	
List of Impacted Deliverables			
Financial Impact (PKR) <i>Estimated Cost of the Change</i>			
Schedule Impact (Days) <i>Time Required for the Change</i>			
Resources Required for Change			
Impact Summary			
Authorization/Approval			
Who has the authority to approve this type of change?		<input type="checkbox"/> CIO	<input type="checkbox"/> Steering Committee
Change Requests Status		<input type="checkbox"/> Approved	Time:
		<input type="checkbox"/> Rejected	Time:
Initiator's Signature		Date:	
Project Manager's Signature		Date:	
Project Director's Signature		Date:	

## 17. Appendix B – Project Management Office Report Format

### 17.1. PMO Status Report

Project Name					Report No	
Project Folder	Program ID	Budget Code	Version			
Project Phase	Project Start	Project Finish	Report Date			
Business Case No	Program ID		Start			
Sponsor	Program ID	End				

#### 2. Project Status

Overall	This Period											Last Period	This Period
												A	A

Scope Benefits												Last Period	This Period
												G	G

Budget	This reporting period				Year to Date					Last Period	This Period
	Actual	F o recast	Var. ( \$ )	Var. (%)	Actual	F o recast	B udgeted	Var ( \$ )	Var (%)	A	A

WB S Schedule	Scope (this Period only)	Milestones and Deliverables (this Period only)	Planned Due Date	Actual D ate	Var (C al. Days)	Last Period	This Period
						A	R

Risks	Risk ID	Risk Rating	Risk title (and description if necessary)	Risk Owner	Change in Period	Last Period	This Period
						A	A

Issues (Top)	Issue ID	Issue Rating	Issue title (and description if necessary)	Issue Owner	Change in Period	Last Period	This Period
						A	A

#### 4. Next Period

	Next Period
	A



**17.3. Project Procurement Status:**

Projects Procurements Status Report									
									Date:
<b>Project: Construction of An Auditorium</b>									Cost:
									Schedule:
Report for Month of:	<input type="text"/>								
Project Objective:	<input type="text"/>								
Status:	<input type="text"/>								
Stakeholders:	<input type="text"/>								
Accomplishments:	<input type="text"/>								
Procurements Status:	<input type="text"/>								
Comments:	<input type="text"/>								

### 17.4. Project Audit Report

PROJECT AUDIT REPORT TEMPLATE		
PROJECT TITLE: <b>Construction of Auditorium</b>		DATE:
PROJECT SPONSOR:	PROJECT MANAGER:	REPORT PERIOD:
REPORT CIRCULATED TO:		
-	-	-
PROJECT AUDIT OVERVIEW		
SUMMARY OF MAIN AUDIT FINDINGS:		

AUDIT ACTIVITIES THIS PERIOD				
Audit Activity	Schedule Date	Owner	Date Completed	Approval Signed off
OUTSTANDING AUDIT ACTIVITIES THIS PERIOD				
Responsibility of	Scheduled Date	Audit Activity	New Schedule date	Comments

# Abbas Jafri & Aisha Naeem Report

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## ORIGINALITY REPORT

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