

**CONSULTENCY SERVICES for BUS TERMINAL AND INFRASTRUCTURE
DEVELOPMENT**

FOR TIMELINE CONSULTANTS

NAME: MR. ABUBAKAR SADDIQUE

ENROLLMENT: 03-298152-013

NAME: MISS. SUMYYA

ENROLLMENT: 03-298152-051

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MANAGEMENT)



BAHRIA UNIVERSITY LAHORE CAMPUS

SUBMITTED TO:

MR. AHSAN MAQBOOL

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CERTIFICATE

This witness statement is issued to the applicant for the fulfilment of his MS (Project Management) program requirements being carried out at Bahria University Lahore Campus (BULC).

It is witnessed that Mr. M. Abubakar Saddique Enrollment: 03-298152-013 Class: **MSPM-II** Semester: 2Spring **2016** has visited frequently utilized our premises in real-time projects for implementing project management skills using EPM as a leading software tool.

He in case of participation in organization's project, has contributed fully in the following project(s) and within the highlighted fields

1. Planning & Scheduling
2. Earn Value for monitoring Project
3. Implementation of PMO

He frequently utilized premises, has been found skillful in applying EPM in the following highlighted fields.

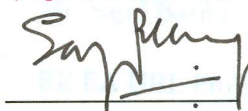
Additionally, It is noteworthy to mention that Mr. Abubakar Saddique demonstrated good ethical practices, enthusiastic approach to work, task convergence capabilities, professionalism while his stay with this organization.

Certified By Company Official:
(Signature, Stamp & Date)



Col Afzal Ali Khokhar
Chief Engineer
Timeline Consultants

Verified By Trainer:
(Signature & Date)


10/6/2016
Mr. Sajid Bashir

RE EA UBL Project

1. Abstract



Now the importance of project Management Role in modern organization has been known. Many organization inclining to develop and implementing the PMO in their setup. The need to formalize the practice of Project Management and to develop centres of coordination and excellence for project management has been identified. A PMO (Project Management Office) is often viewed as a accelerated gear to achieve optimization, standardization, coordination and management of the practice of project management.

Usually project doesn't plan to fail but according to Standish Group, 19% projects fail as whole and 46% of projects affected due to significant challenges, such as schedule overrun, cost overrun, low quality end product. These failures usually are due to undocumented Project management methods, impractical budget, early time expectation, inadequate research, limited planning and lack of executive commitment. This report is focusing on these points to address such concerns which can be resolved by proper implementation of PMO.

In this report a PMO model has been suggested for the company I work in i.e. Timeline Consultants which itself is a project management Group and usually implementing this as need of organization. There are different definitions available for a PMO. 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.

2. Introduction

2. Acknowledgements

This report and knowledge requires a lot of guideline. We thanks to the respected teacher Mr. Ahsan Maqbool for the guidance to complete this project and report.

Thanks to Col Afzal Ali Khokhar who helped me to manage time for study while working otherwise it would have been difficult to study and work together.

Thanks to my organization i.e. Timeline Consultants for providing us enough exposure to explain the things in detail in this report.

This project report has indeed helped me to explore more knowledgeable avenues related to the topic and I am sure it will help me in my future.

I thank you all.

My regards,

Abu Bakar Saddique

Sumiya Mehmood

MSPM-II, Bahria University Lahore Campus

3. Introduction



Timeline Consultants was setup by Mr. Qazi Mohammad Mohsin after a 25 year career as a Project Manager in spanning construction projects all over Pakistan and abroad. Timeline Consultants was formed in 2005 from a team of high capability individuals having well proficient experience in construction industry.

Due to the growing demand in project management field; Timeline specializes in providing affordable, innovative and practical engineering, project management solutions aimed at saving the client's time and money. With team of premier professionals, Timeline is determined to produce high-quality, clear and accurate plans that enable projects to be completed with certainty, efficiency, minimizing the cost on-site delays and contract variations.

Timeline consultants have the capability to handle the project management of high rise and extensive building projects and detailed supervision of their construction.

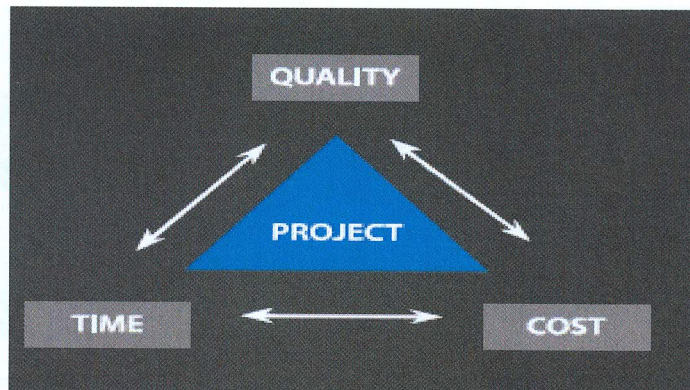
3.1 Vision

We are dedicated to move forward as one of the leading project management company of Pakistan that not only support our clients dream to become reality, but also promote growth and development for our community that consistently meet the international standards.

3.2 Mission

“To provide our clients with innovative, affordable and practical solutions for their investment objectives, through a dedicated team who ensures high quality standard of work is delivered within the given finances and on time”.

3.3 Corporate Strategy


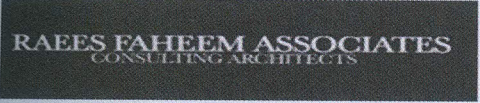
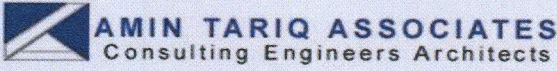





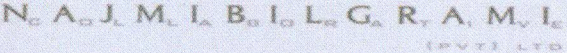


As a business partner Timeline will provide the engineering expertise and dedication to build your project from inception to completion. Timeline forte is quality. The work is ensured according to international standards and compliance is ensured through quality assurance systems. Through careful planning and detailed project execution, our pool of experience and qualified professionals ensure to provide customized solutions as per client's requirement.

As a professional project management consultant our main objective is to keep the owner well informed and advise them to make the best decisions possible. We accumulate a professional team of people whose job is to maximize the productivity of work and minimize its cost effect where possible. Our capability to calculate accurate budgets, creating realistic schedules, obtaining agency entitlements and coordination between the project team has helped save our clients substantial amount of capital.

With a professional understanding of design, construction, legal obligations and attention to details, our goal is to provide satisfaction to our clients with in the given budget and time, but above their expectation.

3.4 Team/ Associated Com

<p>nayyar ali dada + associates Architecture . Planning . Interiors . Landscape Design</p> <p>http://www.nayyaralidada.net</p>	 <p>http://sdw.net/sdw/</p>
 <p>http://raeesfaheem.com</p>	 <p>http://amintariq.com</p>
 <p>http://www.habibfidaali.com</p>	 <p>http://www.halcrow.com/Where-we-work/Pakistan</p>
 <p>http://www.citearchitecture.com</p>	 <p>http://www.semengineers.com</p>
 <p>http://eleken.com</p>	 <p>http://najmibilgrami.com</p>

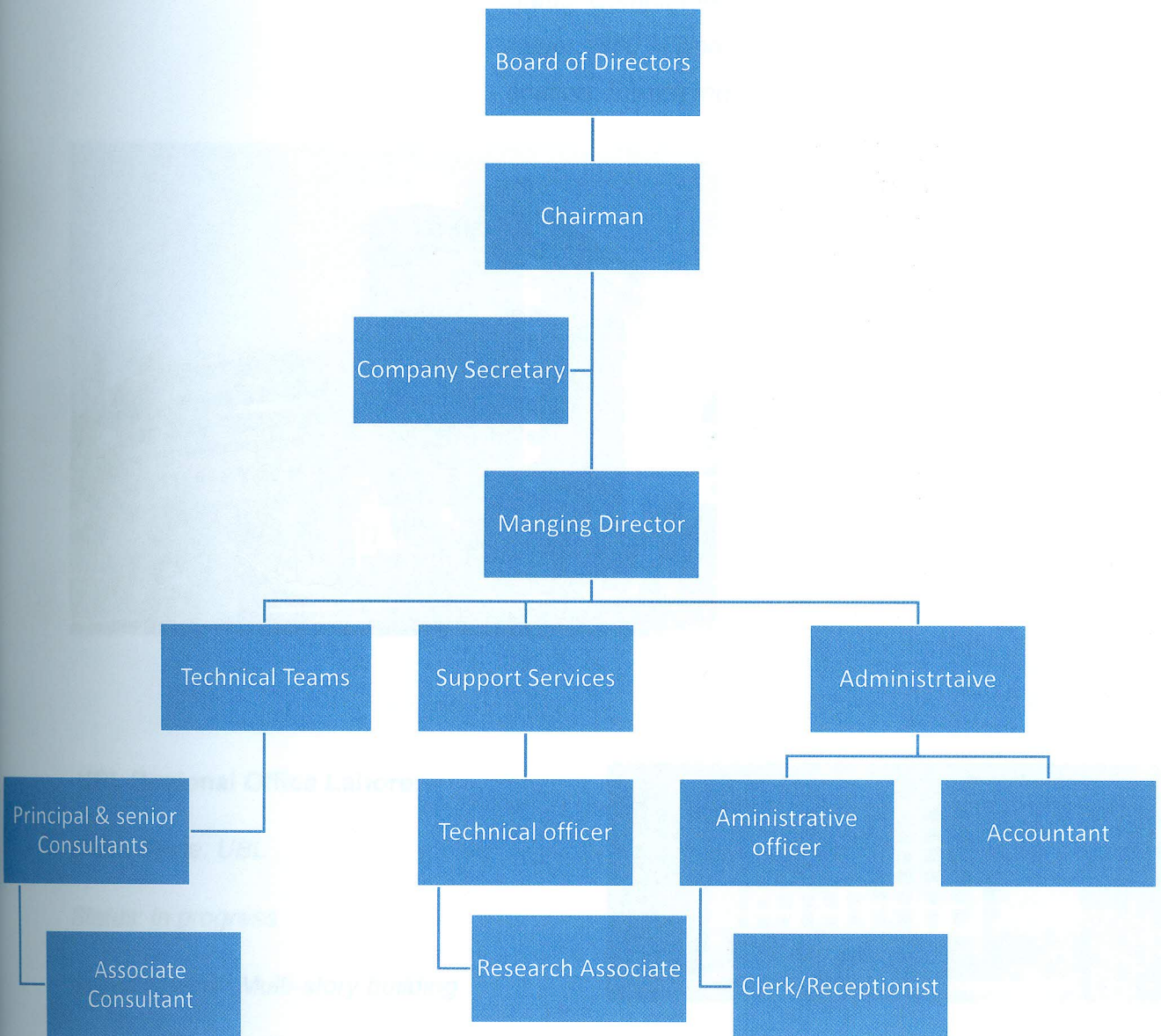
Sr. #	Company	Web Address
1	Nayyar Ali Dada + associates F/3 New Muslim Town, Lahore, Pakistan Phone: (042) 5864191, 5830810 Fax: (042) 5830745	http://www.nayyaralidada.net/
2	SR Designworks 27-28/2B, Maratib Ali road, fcc, gulberg iv, lahore, 54600 pakistan Phone: (042) 3575-2339, 3575-4439 Fax: (042) 3576-2914	http://srdw.net/srdw/
3	Raees Faheem Associates 15-C, Commerial Area, Phase 5, DHA - Lahore, Pakistan Phone: (042) 37182227 Fax: (042) 37182226	www.raeesfaheem.com
4	Habib Fida Ali Unit #4 - Chaudhary Khaliq.Uz.Zaman Road, Karachi, Pakistan Phone: (021) 35661683 Fax: (021) 5686891	http://www.habibfidaali.com/

3.5 Organizational Chart

3.5 Product Portfolio



3.6 Organizational Chart



4. TimeLine Consultancy Projects:

Fauji Fertilizer building

Status: Completed

Value: 1300 Million

ocation: Rawalpindi



UBL Regional Office Lahore:

Client Name: UBL

Status: In progress

Scope of work: Multi-story building

Value: 130M



CBL Head Office:

Location: Zafar Ali rd Lahore

Covered Area: 18530 sqft

Cost: 100M



AMANAH MALL:

Location: Lahore

Covered area: appx 300,000 sft

Cost: 1.3 billion



MARGALA HOTEL:

Location: Islamabad

Land Area: 50,000 sqft

Cost: 300Million



101 TOWER:

Location: Gujranwala

Covered area: approx. 80,000 Sft,



STAR MALL & AVARI HOTEL:

Location: Gujranwala

Covered area: 350,000 sqft

Cost: 1.5 Billion



F-8 Villa

Location: Islamabad

Covered area: 15000 sqft

cost: 80M



5. Introduction to Project Management Office

A project Management office (PMO) is an entity, enterprise, department or a group within a business which maintains and defines standards. The PMO endeavour to regulate and introduce thrift of repetition in the execution of projects. The PMO is the source of documents that guide and metrics the practice of project management execution. The responsibilities of a PMO usually range from providing the support related to project management to actually being accountable for the direct management of one or more projects. The projects supported or administered by the PMO may not be related, other than by being managed together.

5.1 PMO Framework

While establishing PMO, for following elements are important.

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

According to PMO, the main goal is to deliver the projects within budget and on time as per schedule. This behaviour turn the organization to be efficient and effective in their line of business. The success of PMO depends the four pillars which mentioned above.

5.2 Process

The PMBok, PMI best practices should be adapt for developing the project management processes.

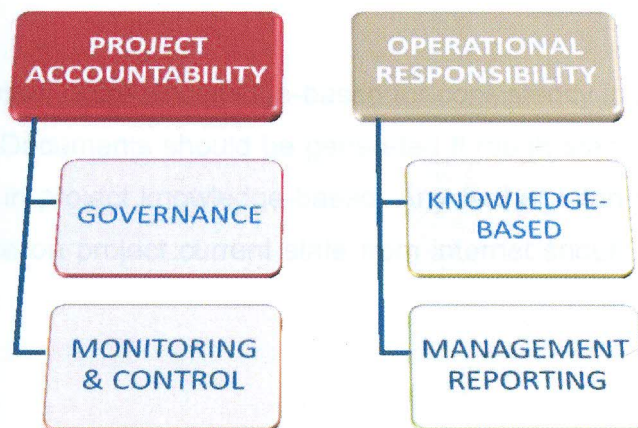
5.3 Governance

At every level of organization, reporting structure should be governed to ensure the effective PMO operation. The task in governance are following.

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.

5.4 Organization

A PMO must be able to bring assistances to the organization. The areas which needs to be focused, include project accountability and business operational responsibility.



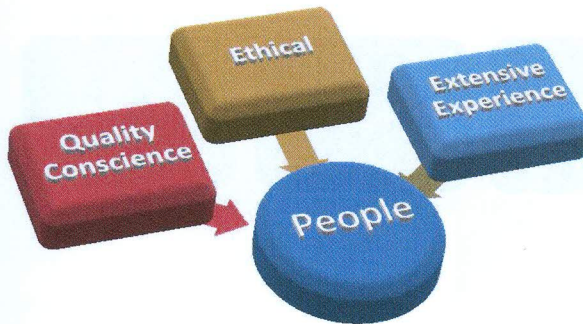
5.5 PMO Roles

There are a number of roles within the PMO, including Project Manager, Project Sponsor, Project Steering Committee, Project Board, Project Charter, Project Plan, Project Report, Project Dashboard, Project Metrics, Project Risks, Project Issues, Project Change Log, Project Communication Plan, Project Stakeholder Register, Project Risk Register, Project Issue Register, Project Change Register, Project Configuration Register, Project Knowledge Register, Project Lessons Learned Register, Project Performance Register, Project Health Register, Project Status Register, Project Risk Register, Project Issue Register, Project Change Register, Project Configuration Register, Project Knowledge Register, Project Lessons Learned Register, Project Performance Register, Project Health Register, Project Status Register.

5.5 Resources

PMO resources are the people, processes, and tools that are used to manage projects. The PMO is responsible for ensuring that the project team has the resources they need to succeed. This includes providing training, coaching, and mentoring to project managers and team members. The PMO also provides support in the form of templates, tools, and best practices. The PMO also provides support in the form of templates, tools, and best practices.

The factor of peoples plays a very important role in PMO organization and they must contain quality integrity, ethical and broad experience. Skills Enhancement trainings programme should be established to form these aspects in PMO team.



5.7 Supportive

Supportive PMOs provide support and require limited project involvement. They provide training, coaching, and mentoring to project managers and team members. They also provide support in the form of templates, tools, and best practices. They also provide support in the form of templates, tools, and best practices.

The type of PMO varies with the project and the organization.

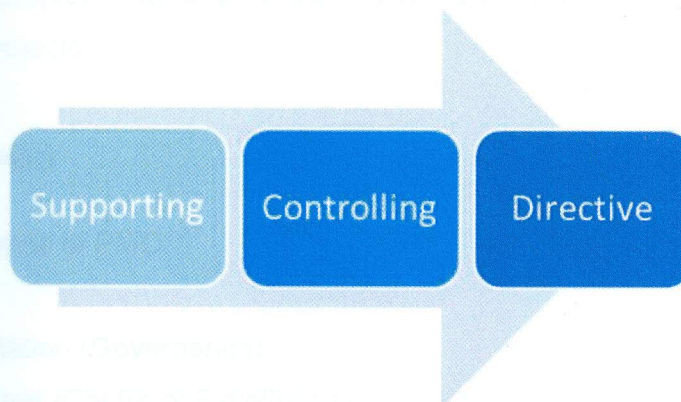
Other important element is the Knowledge-based for consistency in project documents & easier accessibility. Documents should be generated through standard templates which should be available in project knowledge-based. Any further information which may be required for guidance on project current state from internet should be in access of the project team.

Controlling PMOs provide support and require limited project involvement. They provide training, coaching, and mentoring to project managers and team members. They also provide support in the form of templates, tools, and best practices. They also provide support in the form of templates, tools, and best practices.

5.6 PMO Roles

There are a number of roles of PMO structures in organizations, each is different with each other in the degree of control and impact they have on projects within the organization, such as:

1. Supportive
2. Controlling
3. Directive



5.7 Supportive

Supportive PMOs convey consultancy role to projects by providing patterns, best practices, training, easy access to information and lessons learned from other projects. This type of PMO serves as a project lifeline. PMO usually have low degree of control. The supportive PMO mostly provides backing in the form of on-demand expertise, easy access to information, and expertise on other projects, and the like.

5.8 Controlling

Controlling PMOs provide support and require consent through numerous means. Agreement may involve accepting project management frameworks or methodologies, using precise templates, forms and tools, or conformance to governance. The degree of control is moderate. The assumption of this model is the responsibility of PMO for

defining and controlling use of practises, principles, patterns, and strategies related to project delivery.

5.9 Directive

Directive PMOs manage directly the projects by taking control. The control degree is high. The PMO is responsible for the project management aspects within the company and accountable for providing program and project management resources fortuning projects. When projects starts in organization, professional project managers are allocated to the projects.

5.10 Types of PMO

There are three types of PMO:

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

5.11 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 PMs 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

5.12 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.

5.13 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.

6. Why there is a Need of PMO?

Normally Consultancy services have almost same type of responsibilities in every project. So if same nature of work is being executing in different ways/ methodologies, it create problems for head office team.

Need of PMO was essential because new staff on every new project come with his own standards. Practices which are sometime not enough good.

Also in some projects working methodology was not as appropriate due to which organization face some issue.

After studying PMO it was decided a centrally monitor and directive system should be available which will control projects and implement same type of formats for each project so mistakes are in control.

To solve/ handel all such issues it was recommended to implement PMO.

6.1 Proposed PMO Type for Timeline Consultancy

Keeping in view the problem the proposed PMO type for Timeline consultant is Control Tower. The Control Tower will make possible improvements in the project management process. The Control Tower PMO will perform four general functions:

1. Establish standards for managing projects.
2. Consult on how to follow those standards.
3. Enforce the standards.
4. Improve the standards.

7. Establishing PMO for Time line Consultant

It was suggested to implement PMO in 3 phases of Project

- Initiation
- Planning
- Close

Detail of each stage is as follow.

7.1 PMO Strategy

7.1.1 PMO Mission

The mission of the PMO is:

1. To provide a system for every project based on successful projects.
2. Centrally analysis of all projects in PMO office

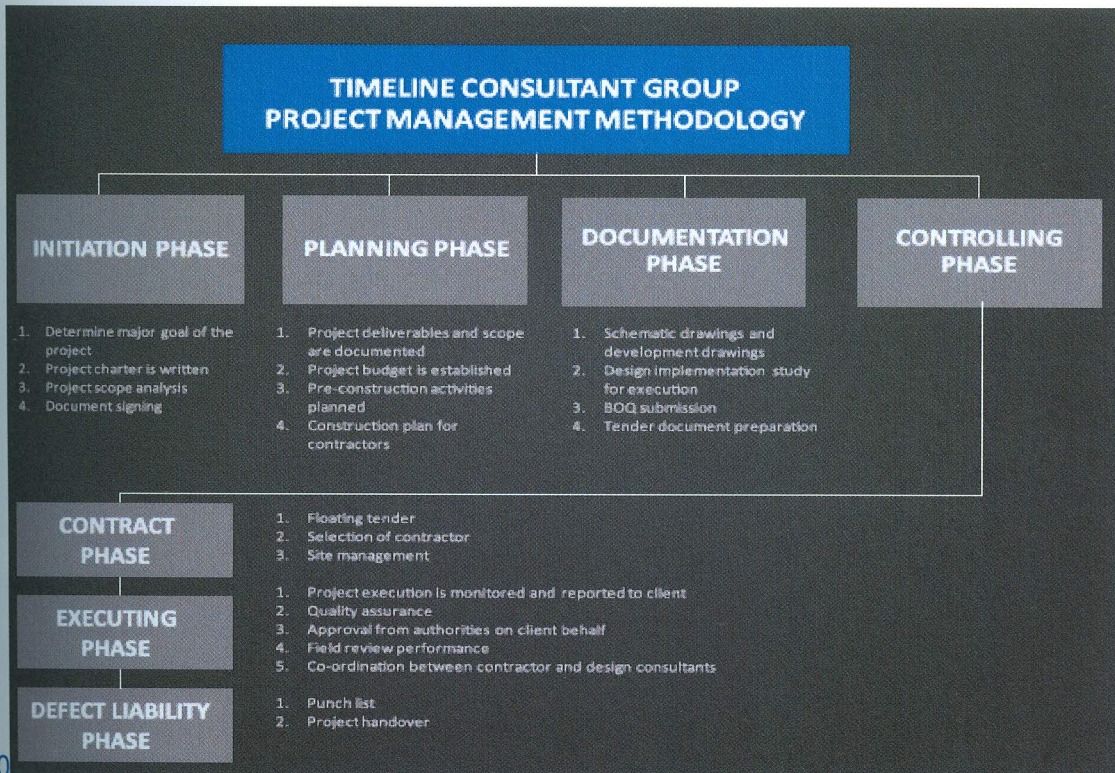
7.1.2 PMO Vision

The PMO vision is to manage project by implementing successful methodologies to deliver high quality results on time and within budget.

7.1.3 PMO Responsibilities

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

8. Methodology for PMO



8.1 Establishing Project Methodologies

A major PMO role is to provide methodology for project based on past successful projects. This portion is explained in coming pages.

8.2 Project Tracking

PMO is supposed to control/Generate/ Analysis all progress reports based on data provided from project site.

8.3 Project Support

A continuous support for execution of project to be provided by PMO.

Project Definition

- Determine set of clients needs & requirements
- Project goals and project charter is written
- Hiring of Architect Firms
- Hiring of Structural Consultant Firms
- Hiring MEP (Mechanical Electrical Plumbing) Consultants

9. Responsibilities of PMO for Each Phase of Project

- Developing Overall Strategy for Award of Contracts
- Working with Authorities on behalf of client for Bidding Process, permits and Required Approvals

Construction Contracts

- Review of Contracts
- Managing Bidding/Tender Process
- Review of Contractors and short listing of contractors
- Contract Negotiations

9.1 Project Initiation

- Determination of clients needs & requirement.
- Project goals and project charter is written.
- Hiring of Architect Firms
- Hiring of Structural Consultant Firms
- Hiring of MEP (Mechanical Electrical Plumbing) Consultants.
- Contract Negotiation of all consultants
- Co-ordination of professional contracts & contract documents.
- Management of Soil Testing & Investigations
- Management of Design.

9.2 Project Planning

- Documentation Co-ordination
- Consultants Planning Schedule.
- Budget Planning.
- Coordination of space, area, requirement Planning.
- Coordination of Conceptual & Schematic Drawings.
- Coordination of Tender Drawings
- Coordination of B.O.Q's.
- Coordination of Specifications.
- Coordination of Tender Documents.
- Management of Overall Design.
- Developing Overall Strategy for Award of Contracts.
- Dealing with Authorities on behalf of client for Building Permits Services and Required Approvals

9.3 Construction Contracts

- Issuance of Contracts.
- Managing Bidding/Tender Process.
- Scrutiny of Contractors and short listing of contractors.
- Contracts Negotiations.

- Finalization of Contracts and Award of Contracts.
- Completion of documents as per contract.
- Detailed Construction Schedule on Primavera 6 .v.7

9.4 Project Closure

- As-Built Materials
- Maintenance and Operating Manual
- Defect Liability Period

10. PMO Value Addition for Timeline

- Work efficiency increased due to deployment of right resources at right time by PMO.
- Consistent Methodology across the organization was implemented.
- Hiring of qualified staff by PMO.
- Accountability of Project Managers.
- PMO generate much accurate financial/ physical progress analysis.
- Powerful management reporting and trend analysis.
- Implementation of only successful formats/ standards for all projects

Selected Project

Bus terminal and infrastructure development

1.1 Project Objectives

Project is launched to provide following objectives:

- 1.1.1. To provide a safe and secure environment for the bus passengers.

- 1.1.2. To reduce the travel time of the bus passengers.
- 1.1.3. To provide a smooth flow of Main road traffic without any interruption.
- 1.1.4. To provide a safe and secure environment for the bus passengers.

- 1.1.5. To provide a safe and secure environment for the bus passengers.

11. Selected Project

A Bus terminal along with infrastructure is proposed to build to facilitate passengers in traveling and smooth traffic flow at bypass.

It includes terminal building, Roads, Parking, water supply and water storage, underpass, vehicle maintenance and washing area.

11.1 Project Title

"Bus Terminal and infrastructure Development"

11.2 Relevance with Company's Business Drivers

This project includes construction and development works which are business Drivers of Timeline Consultancy.

11.3 Project Objectives

Project is launched to provide following facilities Signal free smooth access of vehicles to Main Road

Reduce in travel time. A proper Bus parking system for traveller companies underpass for smooth flow of Main road traffic a waiting hall for passengers road network to provide access upto main road

Boundary walls for security Mosque for pray drivers rooms

11.4 Critical Success Factors

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

1. Cooperation of Highway department.
2. Effective communication.
3. Timely supply of material.
4. Completion within time.
5. Efficiency of Contractor

11.5 External Dependencies

- Machinery and equipment transportation permit from highway authority.

11.6 Weather conditions for road work

11.7 Stakeholders Analysis

Sr. #	Stakeholder	Power	Interest	Action Strategy
1	Provincial Government	High	High	Manage Close
2	Consultant	High	High	Manage Close
3	Contractor	High	High	Manage Close
4	Architect	High	Low	Communicate
5	Travelers Companies	Low	High	Inform
6	Highway Police	Low	Low	Keep Satisfied

11.8 Project Documents

Following documents are prepared for this project.

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

12. Project Charter

12.1. Version History

Project Charter

Bus terminal and infrastructure development

Version: 1.0

12-Feb-2016

12. Project Charter

12.1 Version History

Version #	Prepared By	Revision Date	Approved By	Approval Date
1.0	M. Abubakar	12-Feb-2016	PMO	15-Feb-2016

12.2 Introduction

As per PMI 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. The project charter should include the needs, scope, justification, and resource commitment. It is created during the initiating phase of the project.

12.3 Project Objectives

Project is launched to provide following facilities Signal free smooth access of vehicles to Main Road

Reduce in travel time. A proper Bus parking system for traveller companies underpass

for smooth flow of Main road traffic a waiting hall for passengers road network to provide access upto main road

Boundary walls for security Mosque for pray drivers rooms

12.4 Success Criteria

Application should have the following features:

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

1. Cooperation of Highway department .
2. Effective communication.
3. Timely supply of material.
4. Completion within time..
5. Management reports.

12.5 Estimated Duration

After getting approval, 194 day to deliver all the deliverables.

Task Name	Duration
12- Bus Terminal and infrastructure development	194 days
MileStones	194 days
Mobilization	14 days
Client Responsibilities	100 days
Provision of Design and Drawings	98 days
Execution of Work	178 days
Rigid Pavement	51 days
Flexible Pavement	94 days
Overhead Water Tank	62 days
Underground Water Tank	47 days
Water Supply and Sewerage System	45 days
Drainage and Erosion Works	75 days
Structural Works	157 days
Building Works	164 days

12.6 High Level Risks

1. Traffic flow may disturb due to construction at road side
2. Political crises may stop the project funding
3. Delay in Approvals

12.7 Project Milestones

Task Name	Finish Date
Milestones	8 Dec '16
Project Start	14 Mar '16
Mobilization	31 Mar '16
Overhead Water Tank	4 Jul '16
Underground Water Tank	13 Jun '16
water supply and Sewerage System	23 Jun '16
Structure works	14 Nov '16
Building Works	7 Dec '16
Project handover	8 Dec '16
Project Start Date	14 Mar '16
Project Finish Date	8 Dec '16

12.8 Stakeholders

Sr. #	Stakeholder	Power	Interest	Action Strategy
1	Provincial Government	High	High	Manage Close
2	Consultant	High	High	Manage Close
3	Contractor	High	High	Manage Close
4	Architect	High	Low	Communicate
5	Travelers Companies	Low	High	Inform
6	Highway Police	Low	Low	Keep Satisfied

12.9 Project Budget Estimates

Summary of Major Deliverable cost is as follows.

Task Name	Baseline Cost
12- Bus Terminal and infrastructure development	PKR1,557,006,246.00
Mile Stones	PKR0.00
Mobilization	PKR382,000.00
Client Responsibilities	PKR7,332,000.00
Mobilization of Consultant Staff	PKR48,000.00
Provision of Design and Drawings	PKR6,284,000.00
Execution of Work	PKR1,549,292,246.00
Rigid Pavement	PKR24,300,000.00
Flexible Pavement	PKR43,782,324.00
Overhead Water Tank	PKR149,855,744.00
Underground Water Tank	PKR48,181,728.00
Water Supply and Sewerage System	PKR1,315,412.00
Drainage and Erosion Works	PKR52,041,480.00
Structural Works	PKR274,179,488.00
Building Works	PKR954,212,070.00

Signature

Name

Role

Signature

12.10 Project Organization

This section describes the key roles supporting the project.

Name	Role
Col Afzal Ali	Resident Engineer
Mr. Waqas Ali	Director Project
M. Ashraf	Planning Engineer
Mr. Rehan	Architect

12.11 Project Charter Approval

Name	
Role	
Signature	

Name	
Role	
Signature	

Timeline Confidentiality Ppt 113

Version 1.0 PPT 113

13. Project Scope Statement

assumptions, and risks/risks. Project scope statement provides a clear and concise description of the project's high-level details that's required to define the project's boundaries. Project scope statement also marks the beginning of the project's deliverables achievement.

13.3 Project Scope Description

Recent days due to increase in traffic, our facility is not sufficient. A proposal was presented by city council to build terminals and related infrastructure.

13.4 Project Deliverables

Timeline Consultants Pvt. Ltd.

Version: 1.0 16 Feb-2016

13.1 Version History

Version	Prepared by	Revision Date	Approved By	Approval Date
1.0	Summya Mahmood	16-Feb-16	PMO	18-Feb-16

13.2 Introduction

Project scope statement is the description of the project scope, major deliverables, assumptions, and constraints. Project scope statement describes all deliverables and their high-level details that's required to be delivered for projects successful completion. Project scope statement also mentions the works required to be done for project deliverables achievement.

13.3 Project Scope Description

Recent days due to increase in traffic volume and passengers, available infrastructure is not sufficient. A proposal was presented to city government to develop a new bus terminals and related infrastructure.

13.4 Project Deliverables

Following are required to deliver in result of proposed project.

- A bus terminal
- Waiting rooms
- Driver rooms
- Mosque
- Boundary Wall
- Underpass
- Road network
- Water supply system
- Drainage system
- Cafeteria
- Security rooms
- Administration rooms

13.5 Acceptance Criteria

- ✓ All the work should be as per BOQ, Technical specifications , IFC drawings or as per The Engineer decisions.
- ✓ Fulfilment of required quality
- ✓ All work should be done after approval of check request
- ✓ QA/QC signature of each check request
- ✓ All structure works should be as per PEC standards
- ✓ Architecture works should be as per finishes details
- ✓ All and only what is in BOQ and drawings, extra work without approval will not be accepted.

13.6 Key Issues

1. In case of conflict between BOQ, Technical specification and drawings. following order to be followed:
 - BOQ
 - Technical specifications
 - Drawings
2. Any detail which is missing/ not available Fadic 2010 will be use as reference.
3. In case of any delay Contractor to provide a catch-up plan .
4. In case of delay contractor will bear penalty as mentioned in Agreement.
5. Contractor is responsible to get all approvals from regularity authorities.

13.7 Constraints

Following constraints are must be considered.

Sr. No	Project Objective	Constraints
1	Schedule	Schedule is not flexible. Project must be completed as per approved baseline dates.
2	Cost	Project budget should not be overrun. All works to carry out as per cost baseline, For any change Project stake holder must be informed and accord approval of increase in cost. Contingencies resources are available but use will be allow after approval of Project Manger
3	Scope	All project activities must support the approved project scope statement.
4	Quality	All deliverables must be completed within time and as per budget. All activities must be as per Specifications. Any work below specification will not accept and paid.

13.8 Assumptions

- Contractor will use latest technology for execution
- Contractor will pay for any training as required.
- Contractor is responsible for any health and safety issue

13.9 Project Exclusions

1. Plantation is not included in project.
2. Air conditioning Works are not included in Project.
3. Kitchen Works of cafeteria is not included in project scope.

14. References

- A guide to PMBOK 5th edition.
- Report by Zahid Jamal
- <http://www.timelineconsultants.net/>
- <http://www.pmi.org/learning/pmo-managed-services-model-9331>
- <http://www.ittoolkit.com/how-to-it/projects/project-management-office.html>
- <http://www.slideshare.net/anandsubramaniam/project-management-office-pmo>
- <https://www.linkedin.com/pulse/20140627225913-4817564-roles-and-types-of-pmo-structures>

15. Project Charter Templates

15. Templates

Project Objectives
Business Justification
High-Level Requirements
Project Sponsor/Requirements

15.1 Project Charter Template

Project Name

Version	Prepared by	Revision date	Approved by	Approval Date

15.1.1 Version History

15.1.2 Introduction

<Project introduction>

15.1.3 Project Objectives

<Define project objectives.>

15.1.4 High Level Requirements

<Define high level project requirements.>

15.1.5 Success Criteria

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

15.1.6 Estimated Duration

15.1.7 High Level Risks

<List down high level project risks.>

15.1.8 Constraints & Assumptions

<Identify project constraints and assumptions.>

15.1.9 Project Milestone

<Write down Milestones>

15.1.10 Stakeholders

15.1.11 Project Budget Estimates

15.1.12 Project Organization

15.1.13 Project Charter Approval

Following items are required by sign-off board
Project Name:

Signature: _____ Date: _____

Name: _____

Role: <Project Role> _____

Signature: _____ Date: _____

Name: _____

Role: <Project Role> _____

15.2 Project Scope Statement Template

Following fields are required for scope statement

Project Name

- 15.2.1 **Version History**
- 15.2.2 **Introduction**
- 15.2.3 **Project Scope Description**
- 15.2.4 **Acceptance Criteria**
- 15.2.5 **Project Deliverables**
- 15.2.6 **Key Issues**
- 15.2.7 **Constraints**
- 15.2.8 **Assumptions**
- 15.2.9 **Project Exclusions**

15.2 Project Scope Statement Template

Following fields are required for scope statement

Project Name

- 15.2.1 **Version History**
- 15.2.2 **Introduction**
- 15.2.3 **Project Scope Description**
- 15.2.4 **Acceptance Criteria**
- 15.2.5 **Project Deliverables**
- 15.2.6 **Key Issues**
- 15.2.7 **Constraints**
- 15.2.8 **Assumptions**
- 15.2.9 **Project Exclusions**

16.4 Material Submittal Tracking Log

Track Material				
Material	Supplier	AICC Ref#	CSC Ref#	Supplier Approval

16.5 Progress payments status


IPC ID	IPC Description	Submission Date	Amount	Percentage completion for IPC	Accumulated Percentage completion	Status	Remarks
IPC.1	First 5% Advance Payment	16-Apr-15	34,747,334.16 SAR	5%	5%	Cash received	Paid 30-Jun-15

16.6 Summary sheet of Design Changes

16.7


Location	Section	Type of Works	Change	Interface with/ Requested by	Current Status

16.8 Check Request for Concrete



REHMAN COLLEGE OF DENTISTRY
at Phase-v Hayatabad Peshawar

REINFORCEMENT CHECKLIST



Request No: _____

Date: _____

Contractor
Ravi Construction Company

Consultant
Time Line Consultant

Client
RMI

CONCRETE PLACEMENT NO: _____

SCHEDULED POUR DATE: _____

STRUCTURAL/NON-STRUCTURAL ELEMENT TYPE: _____

Item	Description	Contractor	Consultant	Date	Time
Sizes					
GRADE OF STEEL					
QUANTITY					
LOCATION					
SPACING AS PER DRAWING					
ADEQUATE SUPPORT					
DOWELS FOR FUTURE POURS					
SPICE LENGTHS CONFIRMED					
PROPER COVER ON SIDES					
PROPER COVER ON TOP & BOTTOM ADEQUATELY TIED WITH BINDING					
WIRE STIRRUPS/TIES ADEQUATELY PROVIDED					
Submitted By:					

Comments of Consultant Site Inspector :

Comments of Consultant R.E/A.R.E

Consultant Site Inspector

Name _____

Signature _____

Consultant R.E/A.R.E

Name _____

Signature _____

PROJECT OVERVIEW

14 MAR '16 - 8 DEC '16

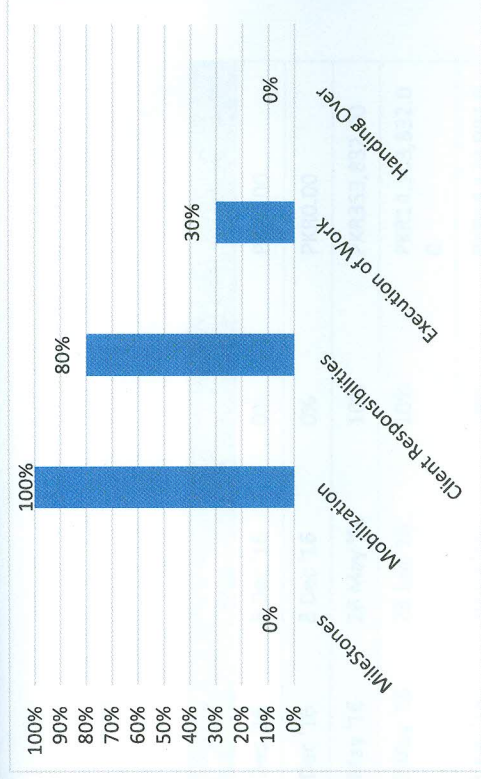
% COMPLETE

33%

MILESTONES DUE

Milestones that are coming soon.

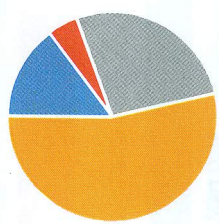
Name	Finish
Overhead Water Tank	4 Jul '16
water supply and Sewerage System	23 Jun '16
Structure works	14 Nov '16
Building Works	7 Dec '16
Project handover	8 Dec '16
Project Start Date	14 Mar '16
Project Finish Date	8 Dec '16



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.

CRITICAL TASKS

A task is critical if there is no room in the schedule for it to slip.



- Status: Complete
- Status: On Schedule
- Status: Late
- Status: Future Task

Name	Start	Finish	% Complete	Cost
Project handover	8 Dec '16	8 Dec '16	0%	PKR0.00
Project Finish Date	8 Dec '16	8 Dec '16	0%	PKR0.00
Excavation	2 May '16	26 May '16	10%	PKR353,832.00
Foundation Work	30 May '16	23 Jun '16	10%	PKR14,103,832.00
Foundation Work	13 Jun '16	20 Jul '16	20%	PKR14,177,984.00
Excavation	21 Jul '16	26 Jul '16	0%	PKR68,512.00
termite Proofing and Filling	27 Jul '16	27 Jul '16	0%	PKR369,138.00
Excavation	28 Jul '16	3 Aug '16	0%	PKR93,640.00
Termite Proofing and Filling	4 Aug '16	4 Aug '16	0%	PKR370,738.00
Foundation Work	5 Aug '16	24 Aug '16	0%	PKR14,050,192.00
Construction of Columns	11 Aug '16	2 Sep '16	0%	PKR14,082,376.00
Construction of Beam and roof slab	29 Aug '16	20 Sep '16	0%	PKR14,082,376.00
Brick Work with horizontal and vertical DPC Layers	21 Sep '16	10 Oct '16	0%	PKR4,930,192.00
Plumbing and Electric works	26 Sep '16	10 Oct '16	0%	PKR1,298,008.00
Flooring and Finishing	26 Sep '16	10 Oct '16	0%	PKR3,698,008.00
HVAC	26 Sep '16	14 Nov '16	0%	PKR8,146,304.00
Ancillary Work	15 Nov '16	7 Dec '16	0%	PKR3,796,288.00
Handing Over	8 Dec '16	8 Dec '16	0%	PKR0.00

MILESTONE REPORT

LATE MILESTONES

Milestones that are past due.

Name	Finish
Project Start Date	14 Mar '16

MILESTONES UP NEXT

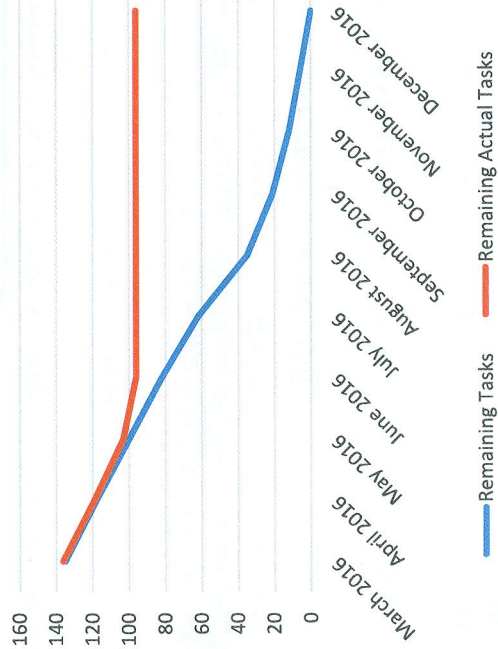
Milestones due in this month.

Name	Finish
water supply and Sewerage System	23 Jun '16
Project Start Date	14 Mar '16

COMPLETED MILESTONES

Milestones that are 100% complete.

Name	Finish
Project Start	14 Mar '16
Mobilization	31 Mar '16
Underground Water Tank	13 Jun '16



COST OVERVIEW

14 MAR '16 - 8 DEC '16

COST

PKR1,560,181,246.0

REMAINING COST

PKR1,127,075,855.7

5

% COMPLETE

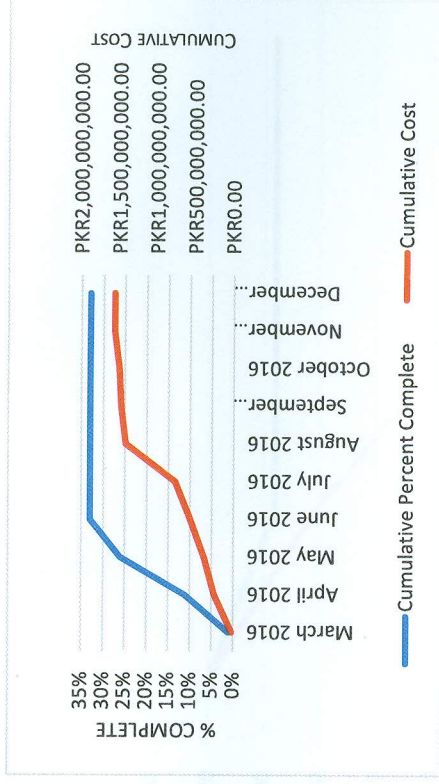
33%

COST STATUS

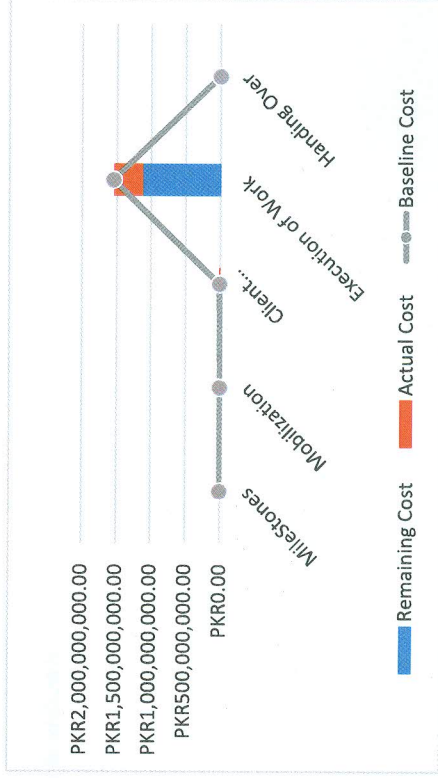
Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost	Cost Variance
MileStones	PKR0.00	PKR0.00	PKR0.00	PKR0.00	PKR0.00
Mobilization	PKR362,000.00	PKR0.00	PKR382,000.00	PKR362,000.00	(PKR20,000.00)
Client Responsibilities	PKR15,602,128.33	PKR530,871.67	PKR7,332,000.00	PKR16,133,000.00	PKR8,801,000.00
Execution of Work	PKR417,141,261.92	PKR1,126,544,984.08	PKR1,549,292,246.00	PKR1,543,686,246.00	(PKR5,606,000.00)
Handing Over	PKR0.00	PKR0.00	PKR0.00	PKR0.00	PKR0.00

PROGRESS VERSUS COST

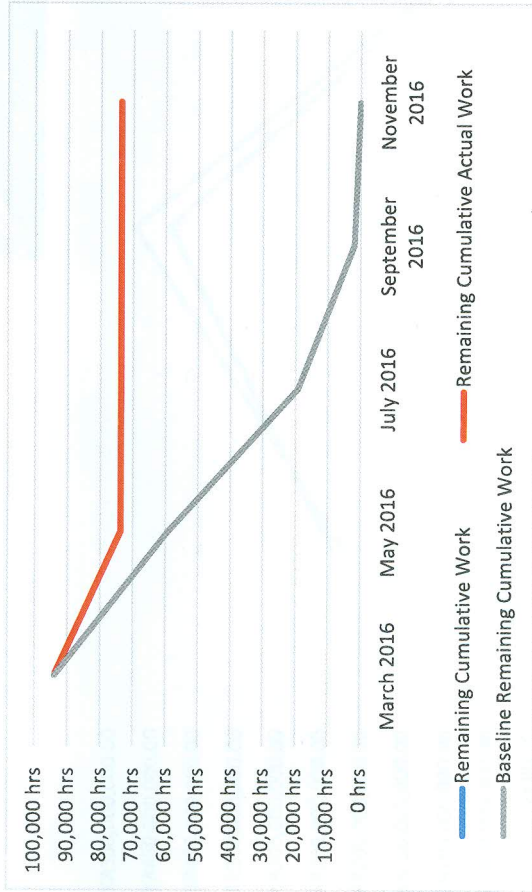


COST STATUS

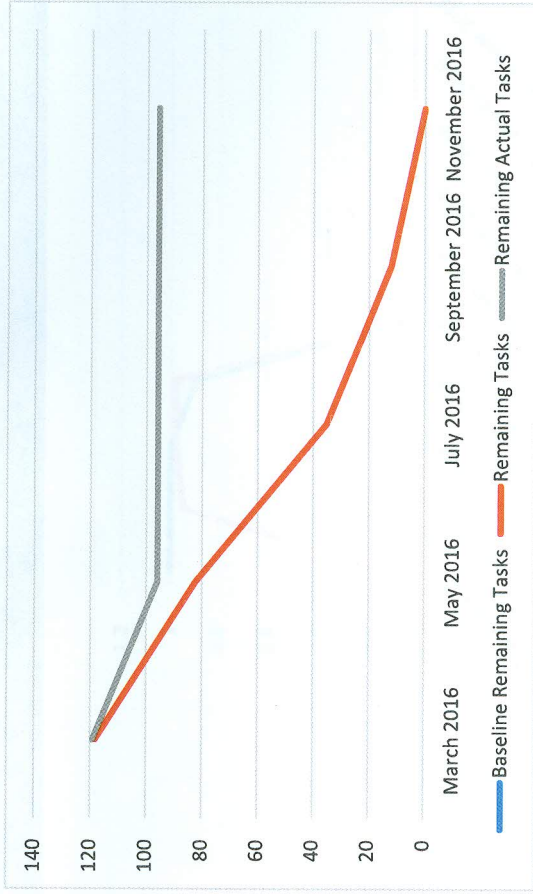


14 Mar '16 - 8 Dec '16

BURNDOWN



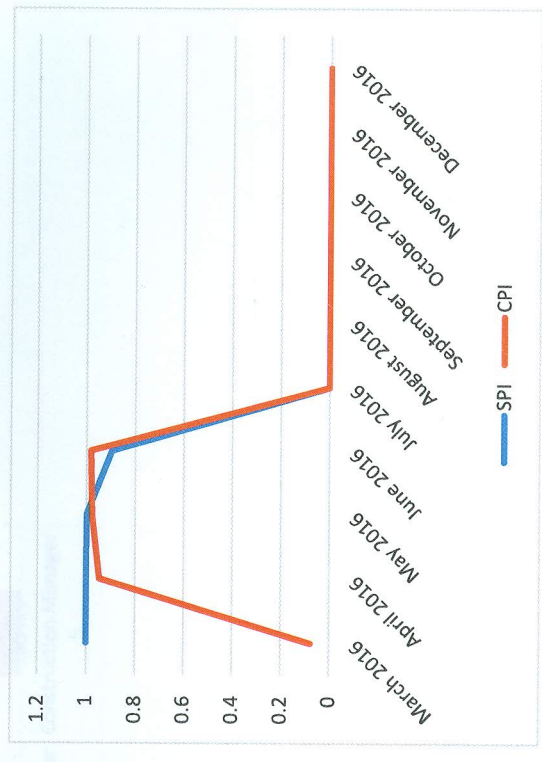
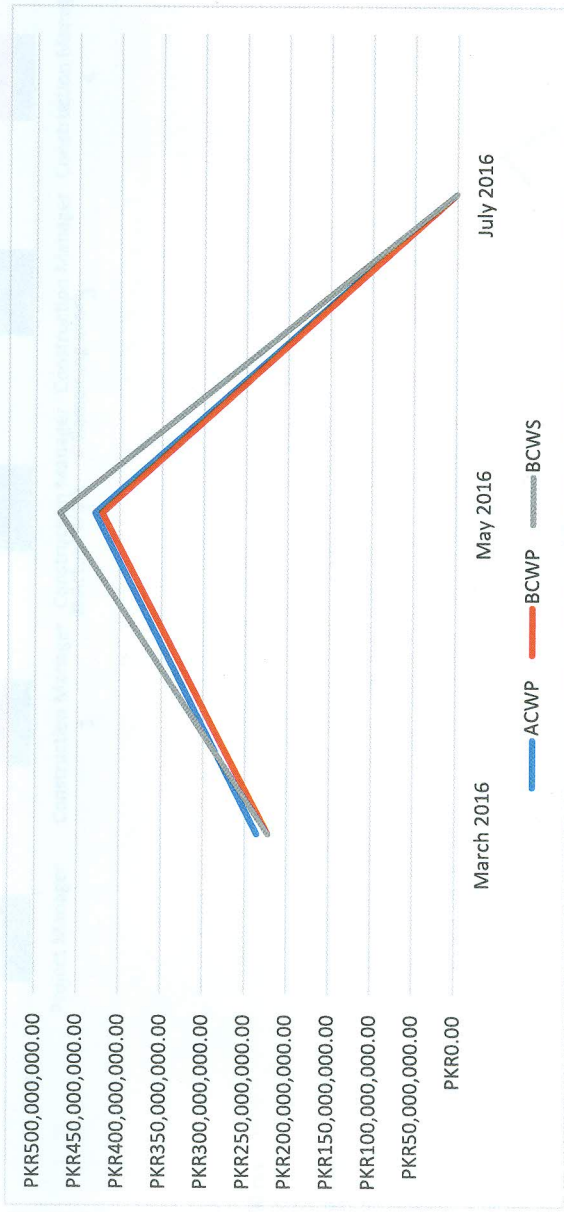
WORK BURNDOWN



TASK BURNDOWN

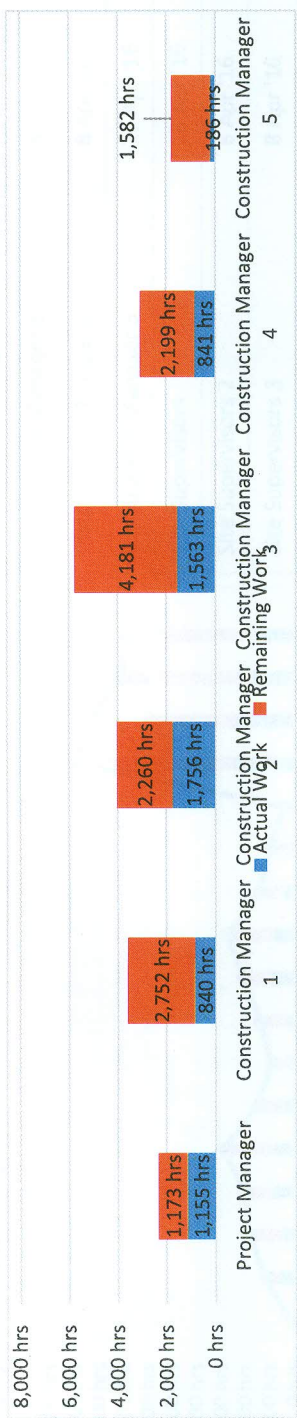
EARNED VALUE

PKR1,568, PKR423,34 PKR420,17
 771,930.3 7,344.50 2,344.50
 9

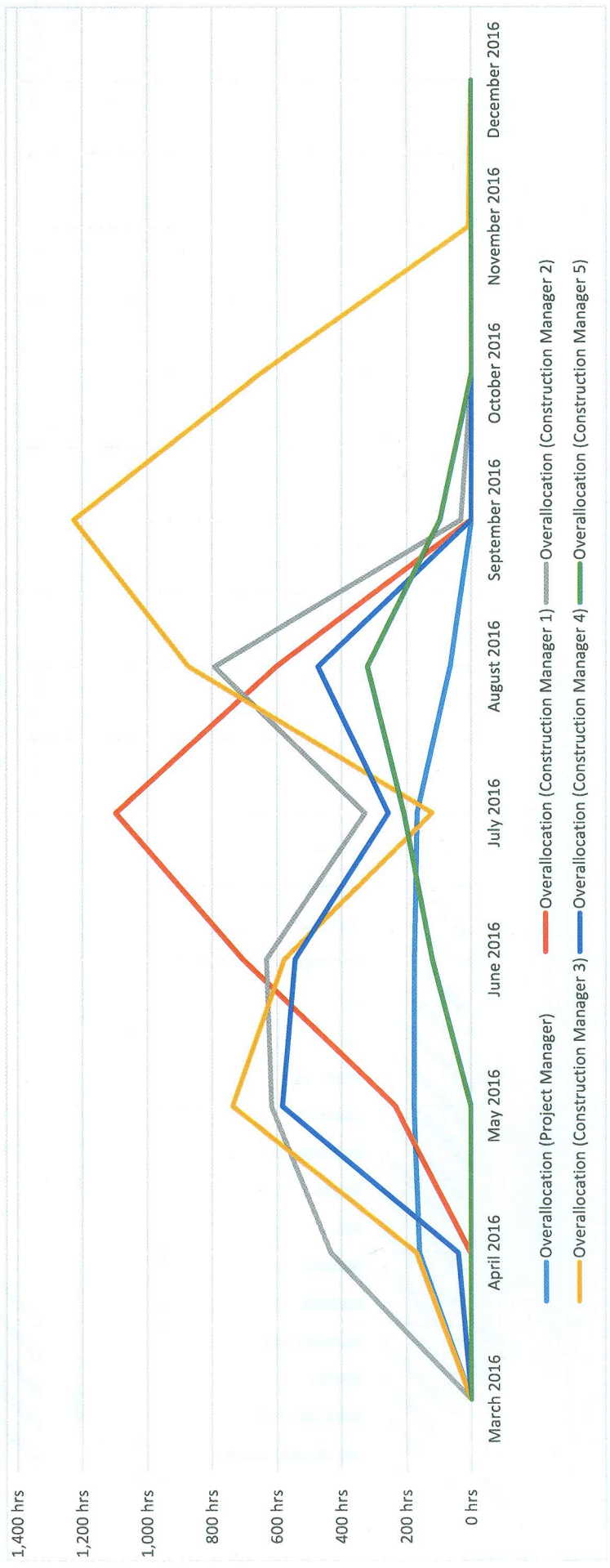


OVERALLOCATED RESOURCES

WORK STATUS



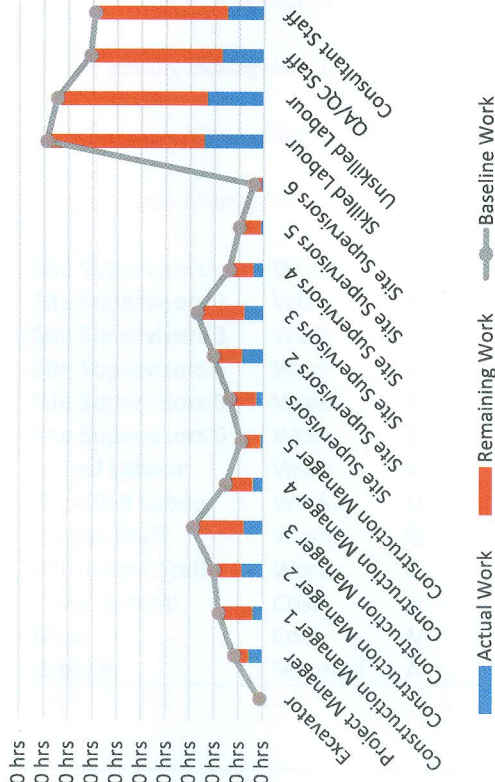
OVERALLOCATION



RESOURCE OVERVIEW

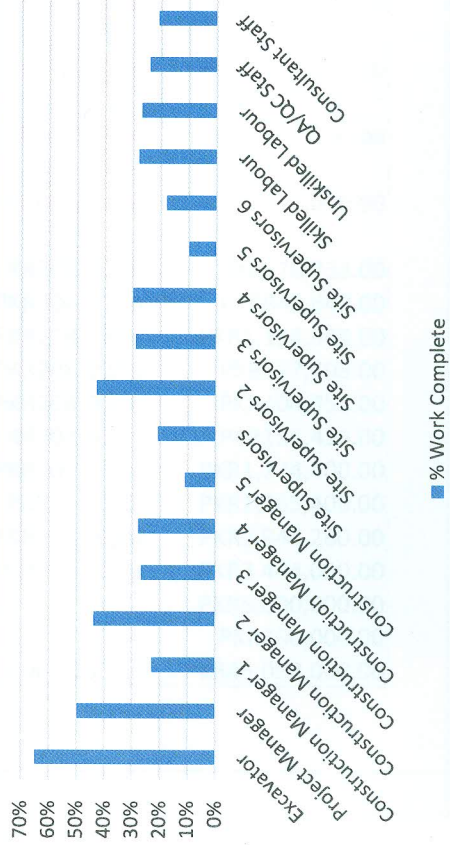
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



Excavator	8 Apr '16	3 Nov '16	PKR2,167,000.00
Project Manager	14 Mar '16	7 Dec '16	PKR2,328,000.00
Construction Manager 1	14 Mar '16	8 Sep '16	PKR1,796,000.00
Construction Manager 2	8 Apr '16	7 Dec '16	PKR1,606,400.00
Construction Manager 3	8 Apr '16	14 Nov '16	PKR1,723,200.00
Construction Manager 4	8 Apr '16	24 Nov '16	PKR1,520,000.00
Construction Manager 5	22 Apr '16	14 Oct '16	PKR884,000.00
Site Supervisors	15 Apr '16	8 Sep '16	PKR570,752.00
Site Supervisors 2	8 Apr '16	13 Sep '16	PKR848,640.00
Site Supervisors 3	8 Apr '16	14 Nov '16	PKR1,134,848.00
Site Supervisors 4	8 Apr '16	1 Sep '16	PKR577,408.00
Site Supervisors 5	22 Apr '16	24 Nov '16	PKR404,352.00
Site Supervisors 6	19 May '16	7 Dec '16	PKR156,416.00
Skilled Labour	8 Apr '16	7 Dec '16	PKR1,774,400.00
Unskilled Labour	8 Apr '16	14 Nov '16	PKR1,265,400.00
QA/QC Staff	8 Apr '16	14 Nov '16	PKR2,945,280.00
Consultant Staff	8 Apr '16	14 Nov '16	PKR3,444,000.00

Resource Sheet

Bus Terminal and infrastructure Development

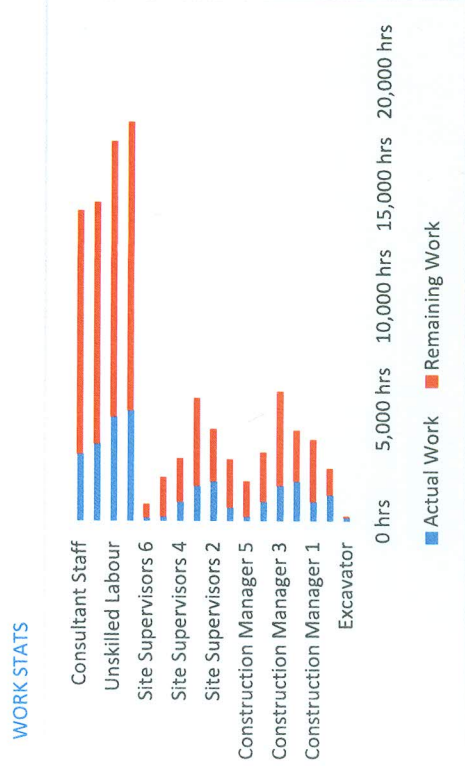
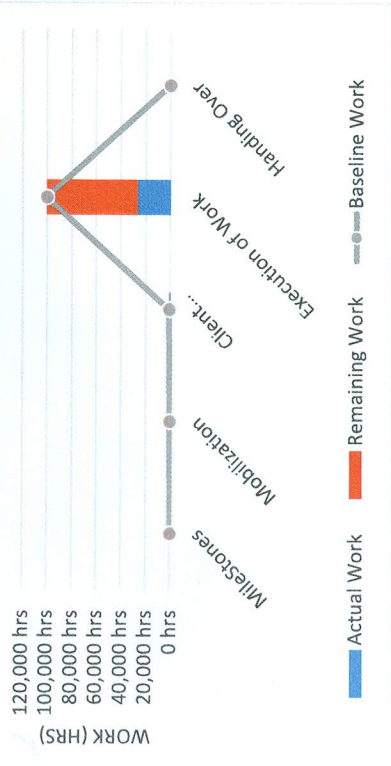
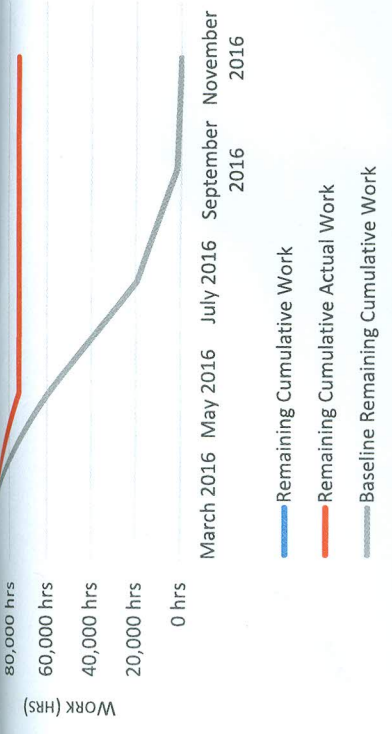
ID	ID		Resource Name	Type	Initials	Std. Rate	Cost
1	1		Containers	Cost	C		PKR250,000.00
2	2		Land	Cost	L		PKR1,000,000.00
3	3		Structure Designer te	Cost	S		PKR4,300,000.00
4	4		Architect Team	Cost	A		PKR1,200,000.00
5	5		Lean Concrete	Material	L	PKR19,600,000.00	PKR39,200,000.00
6	6		RCC Concrete for raft	Material	R	PKR45,000,000.00	PKR180,000,000.00
7	7		Tractor	Cost	T		PKR150,000.00
8	8		Subbase	Material	S	PKR35,000,000.00	PKR105,000,000.00
9	9		Water bound	Material	W	PKR7,000,000.00	PKR7,000,000.00
10	10		Water proofing	Material	W	PKR260,010.00	PKR3,900,150.00
11	11		Excavator	Work	E	PKR10,000.00/hr	PKR2,167,000.00
12	12		Steel	Material	S	PKR8,000,000.00	PKR696,000,000.00
13	13		Formwork	Material	F	PKR1,200,000.00	PKR162,000,000.00
14	14		Concrete	Material	C	PKR4,700,000.00	PKR220,900,000.00
15	15		Bricks	Material	B	PKR80,000.00	PKR2,560,000.00
16	16		Paint	Material	P	PKR300,000.00	PKR2,700,000.00
17	17		Tiles	Material	T	PKR3,500,000.00	PKR42,000,000.00
18	18		Termite Proofing	Material	T	PKR100,000.00	PKR1,200,000.00
19	19		Pipes and fittings	Material	P	PKR500,000.00	PKR3,500,000.00
20	20		Electric cables and fit	Material	E	PKR600,000.00	PKR4,800,000.00
21	21		Firefighting system	Material	F	PKR1,000,000.00	PKR1,000,000.00
22	22		Project Manager	Work	P	PKR1,000.00/hr	PKR2,328,000.00
23	23		Construction Manage	Work	C	PKR500.00/hr	PKR1,796,000.00
24	24		Construction Manage	Work	C	PKR400.00/hr	PKR1,606,400.00
25	25		Construction Manage	Work	C	PKR300.00/hr	PKR1,723,200.00
26	26		Construction Manage	Work	C	PKR500.00/hr	PKR1,520,000.00
27	27		Construction Manage	Work	C	PKR500.00/hr	PKR884,000.00
28	28		Site Supervisors	Work	S	PKR208.00/hr	PKR570,752.00
29	29		Site Supervisors 2	Work	S	PKR208.00/hr	PKR848,640.00
30	30		Site Supervisors 3	Work	S	PKR208.00/hr	PKR1,134,848.00
31	31		Site Supervisors 4	Work	S	PKR208.00/hr	PKR577,408.00
32	32		Site Supervisors 5	Work	S	PKR208.00/hr	PKR404,352.00
33	33		Site Supervisors 6	Work	S	PKR208.00/hr	PKR156,416.00
34	34		Skilled Labour	Work	S	PKR100.00/hr	PKR1,774,400.00
35	35		Unskilled Labour	Work	U	PKR75.00/hr	PKR1,265,400.00
36	36		QA/QC Staff	Work	Q	PKR208.00/hr	PKR2,945,280.00
37	37		Consultant Staff	Work	C	PKR250.00/hr	PKR3,444,000.00
38	38		HVAC System	Cost	H		PKR8,000,000.00
39	39		Miss	Cost	M		PKR200,000.00
40	40		Asphalt	Material	A	PKR45,000,000.00	PKR45,000,000.00

UPCOMING TASKS

TASKS STARTING SOON

Status of tasks starting in the next week

Name	Start	Finish	Cost
Formation of side walls	6 Jun '16	8 Jul '16	PKR14,118,200.00
Construction of Beam and Roof slab	8 Jun '16	16 Aug '16	PKR35,536,400.00
Construction of Columns	10 Jun '16	11 Jul '16	PKR14,136,016.00
Brick Work with horizontal and vertical DPC Layers	10 Jun '16	5 Jul '16	PKR4,973,104.00
Foundation Work	7 Jun '16	14 Jul '16	PKR14,153,792.00
termite Proofing and Filling	9 Jun '16	10 Jun '16	PKR379,866.00



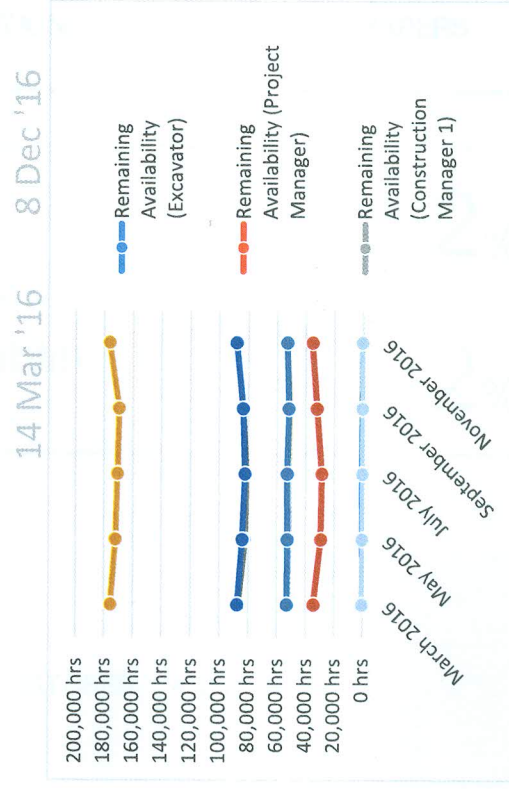
RESOURCE STATS

% Work Complete
27%

Remaining Work
73,587.3 hrs

Actual Work
27,421.4 hrs

WORK OVERVIEW



REMAINING AVAILABILITY

Abubakr & Sumiya Report

ORIGINALITY REPORT

3%	0%	2%	3%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	Submitted to University of South Australia Student Paper	2%
2	Submitted to Griffith College Dublin Student Paper	2%

EXCLUDE QUOTES OFF

EXCLUDE MATCHES < 2%

EXCLUDE BIBLIOGRAPHY OFF