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FOR GAM Corporation

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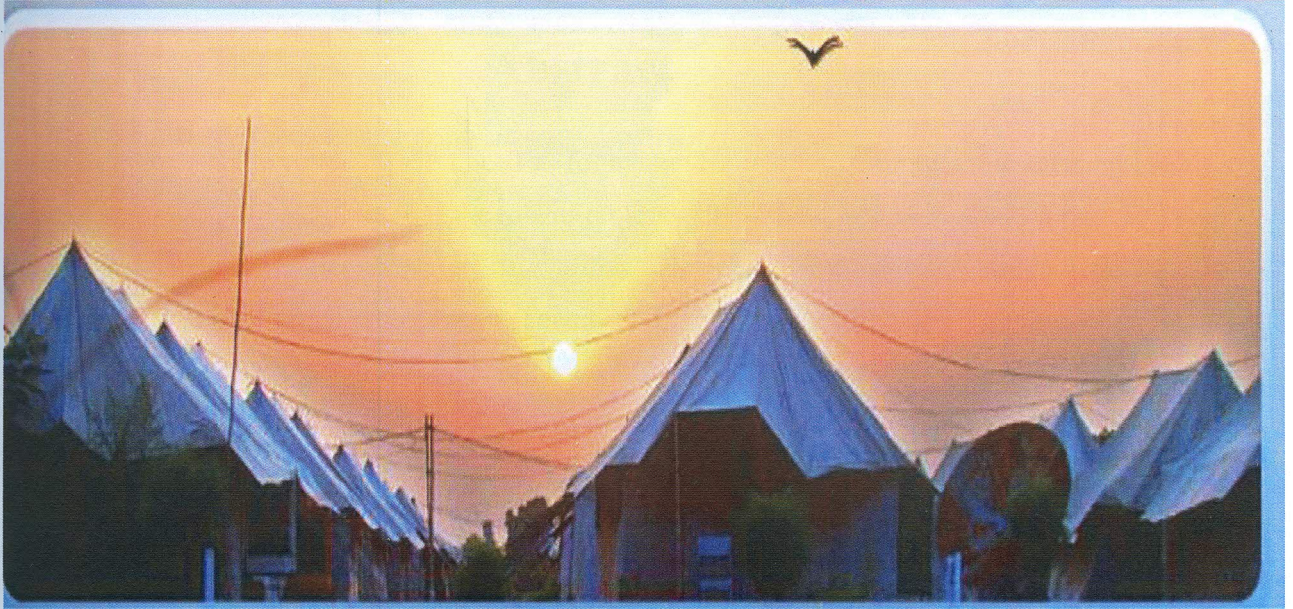
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Acknowledgement

Success and failure is in the hand of Allah. All of above we thanks to Allah Almighty who the creator of knowledge and wisdom for His countless love and help.

The success and final outcome of this project report required a lot of guidance. We sincerely thank to the respected teacher Mr. Ahsan Maqbool for the guidance throughout the project development. I am thankful for their aspiring guidance, invaluable advice during the project work.

Thanks to Parents for their kind support and assistance; otherwise it would have been difficult to keep the constant high spirit of work. The success and final outcome of this project report required a lot of guidance. This project report has indeed helped us to explore more knowledgeable avenues related to the topic and I am sure it will help us in our future.

Regards

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Abstract

Many Organizations have identified a need to formalize the practice of project management for developing the coordination center as the role of project management is growing day by day. The Project management office consist of various elements coordination, standardization, optimization and practices of project management

Initially no project plan to fail but according to Standish Group 19% project of total fails and also 46% faces the various challenge. These challenges are delays, budget overruns, or less required features in the end product. These major challenge occur in project because of reactive and uncontrolled delivery, lack of documentation, unrealistic time and budget deadline, short of executive commitment, limited planning. The various addresses and concerns are answered by PMO in this report.

Project Office Management (PMO) for UK Electric has been recommended in this report after detail analyzing the need of PMO within organization. PMO can be defined in several ways but Project Management institute (PMI) can be defined as

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

Moreover for several selected project in the company the project timeline has been created. We have studied “**Dynamics of PMO and EPM Server**” as an Optional 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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Chapter 1

1.1 Introduction

UK Electric is an Electrical construction Company. It came into being in 1995 by the vibrant and industrious entrepreneurs who had a desire to achieve milestone in the electrical work and to provide globally acceptable services with a reliable & safe operation and long term trouble free services. We ensure that we provide ultimate satisfaction to our customers / clients in the electrical work. Leveraging on rich Experience, we make sure that we fulfill the exact expectations of our clients, having wide experience in Banking and Corporate Sector with annual projects of 200 million and maximum 50 million of investment in a single Project.

The Company has a permanent and stable resource of Qualified and highly experienced Engineers and Supervisors who settle for nothing but the best Engineering Practice and use of material of proven quality, a vital requirement for Erection and Commissioning Services to achieve long term reliability and trouble free utilization of an Electrical HT, and LT installation. UK Electric can organize an audit and study for Energy Conservation and System Improvement for the existing Electrical Installation to Identify thrust area to achieve savings in energy & maintenance costs, better voltage regulations and power factor. The Company also takes up high quality annual maintenance contracts for electrical installations.

Right from the inception of the Industry / building construction activity numerous intricate starts, this goes along till the completion of project. For the smooth sailing of whole Work, the client as well as consultant is always found concerned about the renders of whole job and is rarely found satisfied with speed / quality of work and very seldom able to have a team which maintains the quality and speed of work.

The Company has over 35 years of Execution and maintenance of MEP and IT Projects. Administration of UK Electric trying to emerge as Engineering, Procurement and Construction Contractor (EPC) within a year to undertake the planning, designing and construction of sites.

UK Electric covers 100-120 Projects Annually and going to start International Venture within a year. Major Clients of UK Electric are Mcdonalds, HBL, Askari Bank, Interwood and Khaadi.

1.2 Vision

Our aspiration is to become a sustainably growing and profitable MEP contractors through building effective and efficient operations in identified markets and to consolidate UK Electric as a recognized brand in all our fields of activities in our target markets and to be the leading Electrical Service Provider in terms of installation and maintenance and standardize the whole system to overcome any Lapse in quality assurance and quality control.

1.3 Mission

Our purpose is to positively impact lifestyles of the communities we serve through consistent, timely, quality, efficient and value added delivery of engineered, innovative, and tailor-made technology solutions that constantly exceed expectations.

We uphold the recognition of UK Electric for its excellence in human value practices and commitment to its customers for generations to come and its commitment to deliver Projects on time and have experts of every electrical sub fields by employing technological, organizational resources human resources, best practices and quality standards to be on expectations of client.

1.4 Core Values

1.4.1 COMMITMENT

We are committed to our vision, mission and to creating and delivering stakeholder value.

1.4.2 RESPONSIBILITY

We are responsible - as individuals and as teams -for our work and our actions. We welcome scrutiny, and we hold ourselves accountable. Furthermore, it is our responsibility to provide free of cost maintenance services for up to 3 months after Project handover to clients.

1.4.3 COURTESY

We are courteous - with our clients, stakeholders, and towards each other and encourage open communication

1.4.4 INTEGRITY

We have integrity - as individuals and as teams – our decisions are characterized by honesty and fairness.

1.4.5 COMPETENCE

We are competent and strive to continuously develop and improve our skills and business practices. UK Electric technical teams and construction managers, are experienced in the complete process of tertiary and industrial facility design and construction. Our teams of engineers, designers and draftsmen have specific expertise in different mechanical, electrical and low current engineering & contracting services.

Our skills stretch from design to a solid background in project management and delivery of turnkey projects. Most of our senior engineers and staff have acted as project managers, both in-house and for various international customers interfacing with other engineering firms and contractors.

1.5 GEOGRAPHICAL PRESENCE



Figure 1.1 : Map of Geographical Presence

1.6 Organizational Structure

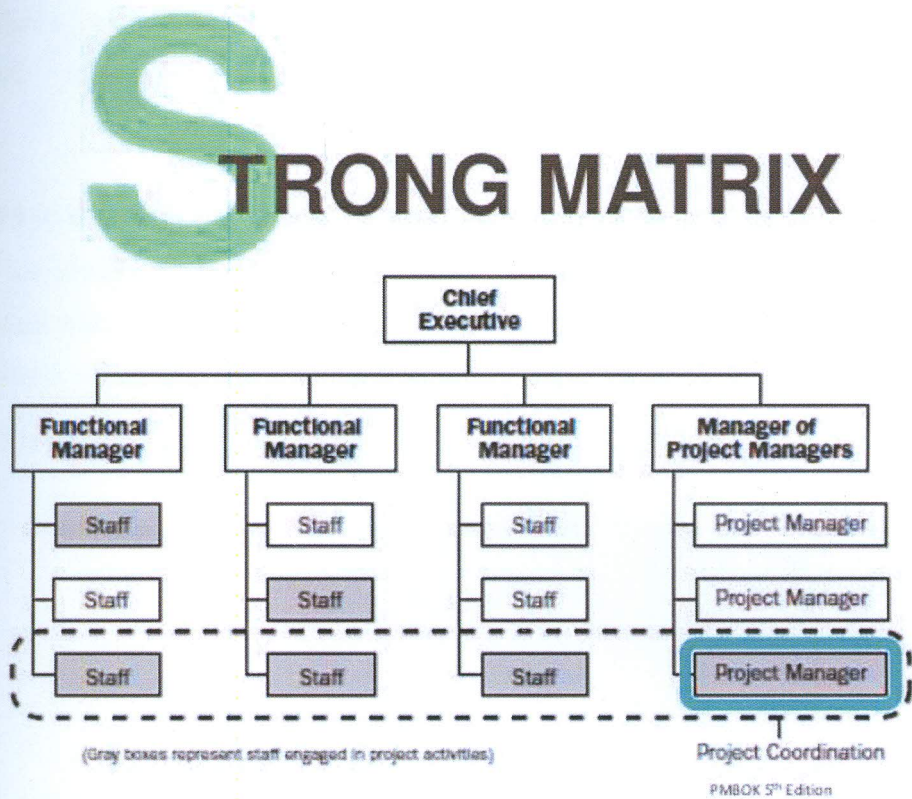


Figure 1.2: Organizational Structure

1.7 Departments

- UK Electric have 8 functional departments listed as below
- Engineering services
- Projects
- Finance
- Health Safety & Environment
- Planning & Development
- IT
- Quality Assurance
- Human Resource

1.8 Projects

UK Electric has a vast experience in Banking and Corporate Sector with annual projects of 200 million and maximum 50 million of investment in a single Project.

1.9 Excellence through integrated management system

UK Electric has always focused quality in all areas. Departments of quality and Health safety and environment were established over the period of time and for the continuous improvement of policies, standards of working and working atmosphere and UK Electric has gained a lot.

Chapter 2

2.1 Introductions to Project Management Office

Within business, enterprise or agency a group or department is defined as project management office (PMO). This group or department maintains the organizational standard. The PMO provides the range of responsibilities that include documentation, metrics on the practices of project management, guidance and execution. The PMO strive to provide project management support function which is actually being able to manage several project directly. The PMO also struggle to standardize and introduce economics of repetition in the execution of project. The project may or may not be related that is administered by PMO.

2.1 PMO Framework

The project management office consists of four basic pillars. The four basis of PMO are

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

The main objective of PMO is to confirm that the projects are delivered with in fixed budget and on the schedule date which in turn make the organization efficient and effective in term of their business line. The PMO success is depend upon the structure of the four pillars.



Figure 2.1 Project Management Office (PMO)

2.1.1 Process

While developing the PMO processes the best practices are adopted that are commonly used in industry. Some of best practices are as PMI-PMBOK, PRINCE-2, etc.

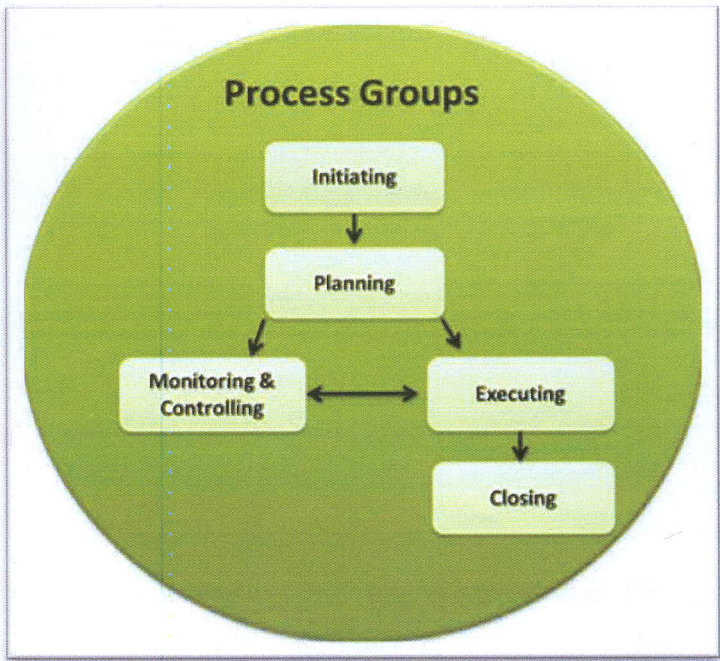


Figure 2.2 PMO Process Group

2.1.2 Governance

The operation should be performed at the project organizational level, as portfolio management level or program management level for effective PMO structure. The various tasks in governance are

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

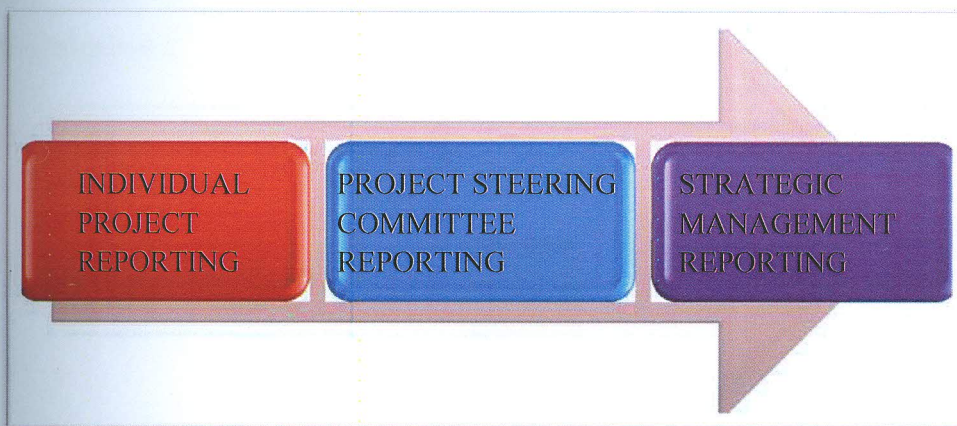


Figure 2.3: PMO Governance

2.1.3 Organization

The effective PMO provide must deliver benefits to organization. Project accountability and business operational responsibility are the most focused area.

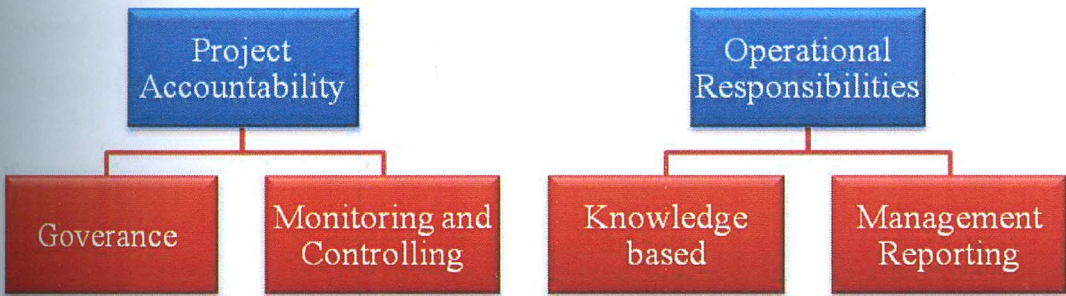


Figure 2.4: Project Management Organization

2.1.4 Resources

The resources also include people factor in PMO organization. The people have the quality integrity and wide experience. These qualities are developing in PMO team by skill development program. Beside this other essential element is knowledge based for easier accessibility and project document. The document should follow standard template that available in project knowledge based.

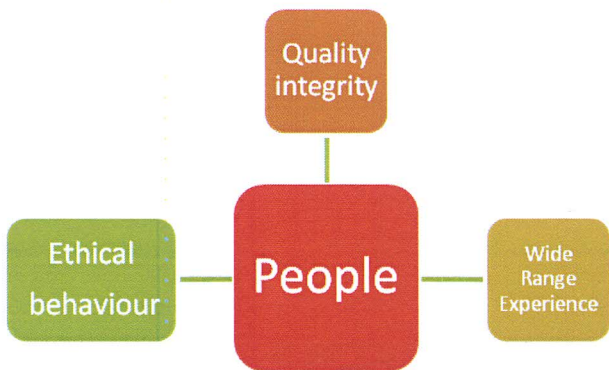


Figure 2.4: PMO Resources

1.2 PMO Roles

Different role are provided by PMO structure in organization. These roles are vary with respect to degree of control and influence that they have on project.

1. Supportive
2. Controlling
3. Directive

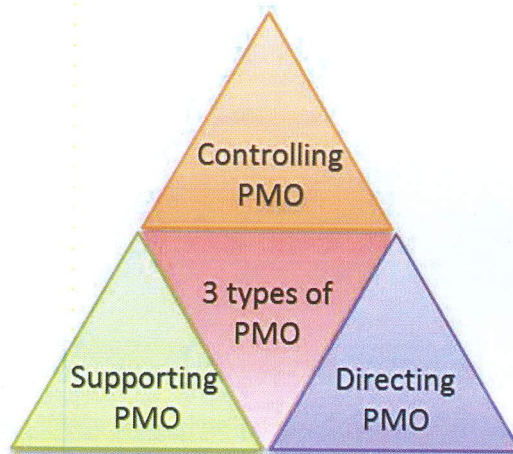


Figure 2.5 Type of roles in PMO

2.2.1 Supportive

The PMO provide the advice giving role to the project. As the supportive PMO provide the best practices, templates, result concluded form other project and training access to information. The supportive PMO also define as project repository. The PMO provide low degree of control but supportive PMO strive to provide on demand experience, access to information and expertise on other project.

2.2.2 Controlling

Controlling PMOs give support agreement and require consistence through different means. The compliance may involve methodologies, specific format and tools, conformance to governance. The PMO provide moderate level degree of control. The PMO define how to use and deploy the standards methodologies, polices and template that are related to project.

2.2.3 Directive

The control of the project is taken by directive by directly managing it. Within the organization project management function is managed by PMO. Other responsibilities provided by PMO are providing program and management resources to run the project. As soon as the organization accepts the project, from PMO the professional project manager is assign to the project.

2.3 Types of PMO

There are three types of PMO:

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

2.3.1 Weather Station

The weather station project management provides the information what is happening inside the project but it does not affect it any way. The people involved in weather station collect the data about project accumulate it and report to the higher executive of PMO. They just not made any decision or standard regarding to report. Sometime it turns no one use the data. It's just a way to pass information who ever needed. If the information provided in weather station is intensive it may help in decision maker need. It is nerve some effect of spending a lot of money without knowing what is basic purpose and what's happening in the project. Different standard followed by different manager in reporting format with different varieties of jargon causes a lot of confusion. To end their confusion, weather station is suggested.

2.3.2 Control Tower

In the control tower PMO the direction on methodology is provided by project office to project manager. It consists of acquiring resources, project initiation, and correcting variances. As every project has its own project manager, the control tower make attentive to the imminent problem. It also identifies the situation where the Project Manager (PM) not corresponds to methodology especially in scheduling and verification of deliverables.

2.3.3 Resource Pool

This PMO helps in conforming and performing of project. The organization that profoundly depends on project for business cannot compensate distraction to key capabilities. The resources pool is established for the project manager. Manager and executive prefer project then hiring a project manager. It is logical to combine PMO with earlier PMOs.

2.4 Responsibilities of PMO

The PMO carefully guarantees that undertaking resources and assets are deliberately adjusted to business objectives. Depending upon their nature and need of project the PMO role varies from organization to organization. The basic role of PMO is to state the maintain process standards by using framework to establish standard performance based on organizational objective and framework. Three key area related to this are:

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

2.4.1 Establishing Project Methodologies

The project baseline and implementation road map for the project is provided by PMO. The estimation of proposed project, required project resources, required timeline and stated project management methodology is made by PMO. The objects that include plans, project character, standards form, work breakdown structure, templates for record keeping, standard form are generated by it.

2.4.2 Project Tracking

At some specific frequency the PMO is supposed to keep track of ongoing projects in organization to ensure that project are following the approved technology. During tracking

project, the PMO is responsible to archive and collect project experience to improve the project management methodology.

2.4.3 Project Support

Within the organization successful execution of running project is provided by PMO to provide continuous support.

2.5 Role of Project Managers vs. PMO

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

Sr. #	Project Management office	Project Manager
1	Shared resources are optimized	Resources are manage by project manager
2	PMO oversees significant extension changes in project which might be considered as potential chances to better accomplish business objectives.	A project manager concentrates on the predefined project goals.
3	Fulfill the project requirement	Meet goals from enterprise wide perspective.
4	PMO is in charge of improving utilization of shared authoritative assets over all on-going tasks.	To meet the project objectives the assigned project is control by project manager.
5	Report project	Accumulate report
6	PMO deals with the benchmarks, strategies, general dangers/opportunities, measurements and any Interdependencies among activities at hierarchical level.	An undertaking chief is capable to deal with the venture requirements e.g. scope, plan, quality and so forth.

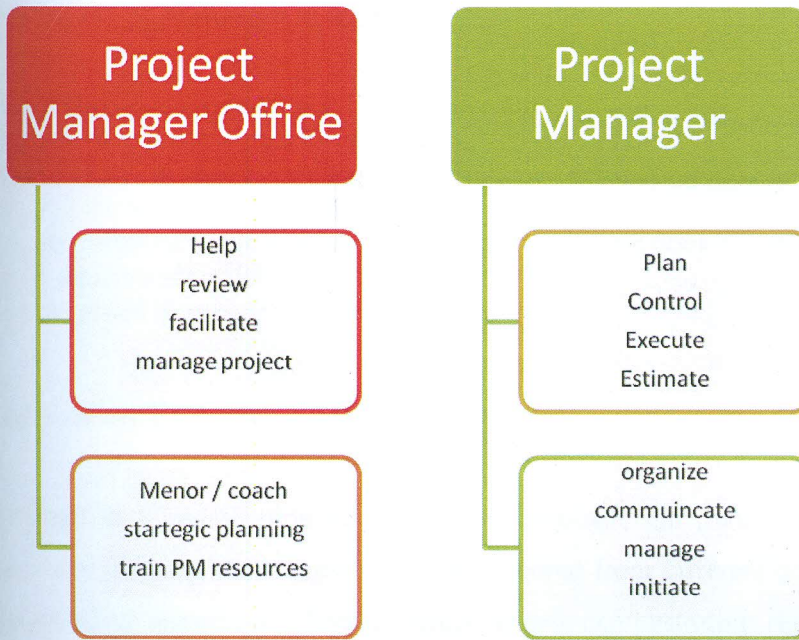


Figure 2.6 PMO vs PM

2.6 Aims and Goals of PMO

The several key goals in effective PMO goals like:

1. The minimized redundancies decrease the cost.
2. By using establish standard improve the project performance
3. Leverage specialized project management skills and expertise.
4. Multi-project portfolio has the centralized management.
5. Standardize project management services to diverse business units.
6. For project performance metrics there must be amalgamate project oversight
7. For the delivery of outsourced project management services, maximize the external vendor contracts.

2.7 Challenges of a PMO

The most critical challenge is that PMO must confirm the senior management. Insufficient resources are the consequence of lack of executive sponsorship, and support. Failure to manage organizational resistance and corporate challenge are the most faced challenge. Sometime PMO interact with less skilled people. Some of the time in PMO is utilize to train the persons.

Basic challenge faced by PMO is defining the PMO's responsibility and abiding by it. Support for micromanage project is provided by PMO. The chosen model must be followed by PMO.

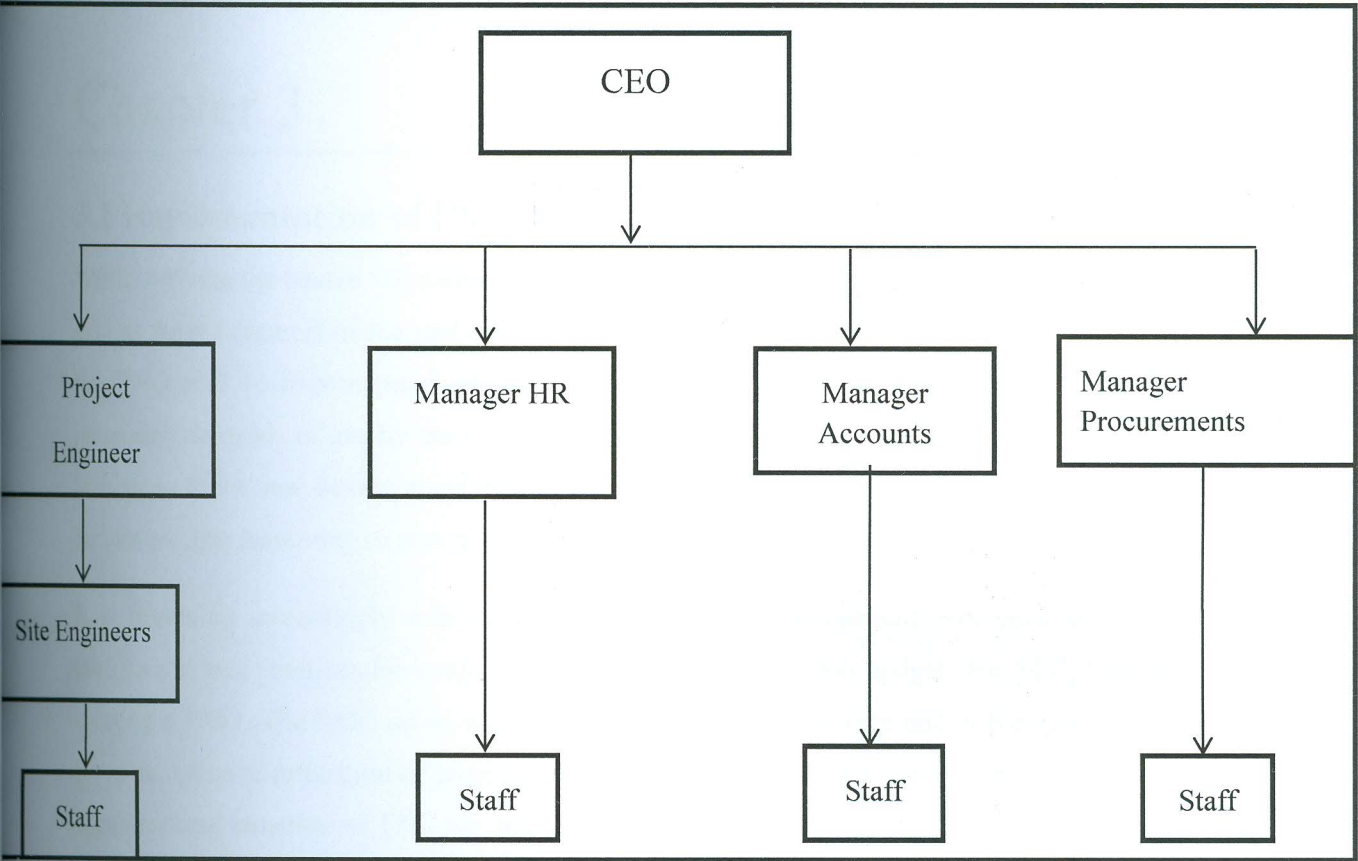
Following are the major challenges of the PMOs:

1. Join the PMO to organization's deliberate vision.
2. Metric based approach must be established.
3. The consistent PM framework must be maintained across projects.
4. Managing the resource pool and avoiding.
5. Avoid the resource bottlenecks and maintain the resource pool
6. Lack of senior leadership
7. Being requested to reduce the amount of reporting.

2.8 Elements of an Effective PMO

A powerful PMO is a combination of the right individuals, the right devices and the right information. The right individuals must have been secured from different controls. It is vital to choose required EPM apparatuses. Project status reports demonstrating right information that must be given to the management to measuring project achievement. These components for a effective PMO can be portrayed as:





Chapter 3

3.1 Implementation of PMO in UK Electric

While studying the course “Dynamics of PMO and EPM Server” in third semester of MSPM and also as the requirement of the said course. We will discuss why there is a need of the PMO, how the PMO will be implemented when there is no earlier PMO in the organization since the increasing demands of gas by the common people more input of gas in the system in underway leading to more new development projects. As the no of projects are increasing so is the risk factors are also increasing to mea the specified deadlines of each project.

It is becoming increasingly important to define project management processes and develop metrics and best practices for keeping projects on time and within budget. For FFC, that means creating a PMO. The PMO setup will increase projects’ performance and at the same time will promote optimize utilization of project resources. In the coming sections of this report, initially organizational structure of FFC has been discussed followed by the factors which indicate the need of a PMO.

3.2 UK Electric Organizational Structure

UK Electric is having a functional organization structure as per the description of organizational structure defined by the PMI. The need for implementing project management methodologies in which a PM is nominated and roles and responsibilities are defined to in order to accomplish project management.

There are 8 departments in UK Electric which are broadly framed under two categories one include North Zone Including Projects of Punjab and KPK and the other is South Zone which is covering Projects of Sindh and Baluchistan. Both are headed by Director North and Director South.

3.4 Major Problems of UK Electric Punjab Region

Major Problems of UK Electric Punjab Region

1. UK Electric initially lacking some facilities of Manpower, resources and technical capabilities
2. Work is done randomly with no defined objectives
3. Poor documentation of execution work
4. Projects was delayed and over budgeted
5. Lack of project management approach
6. Execution Engineers were unable to present consolidated reports and metrics representing all projects
7. At the same time same group of resources working at multiple projects, which results in overloading of resources and also due to this the resources are underutilized
8. Staff uses their own developed tools and methodologies in order to complete the work in minimum time , compromising quality and results in huge losses in the upcoming years
9. No prioritization of work resulting in offended stakeholders
10. Long delays in provision of material resulting in delay of projects and wastage of resources

3.5 Project Delivery

Table 3.1: Project Delivery

Sr.No	Fiscal Year	Project Delay	On time
1	2012-13	40	80

2	2013-14	30	83
3	2014-15	27	90

3.6 Why Need Of PMO

As the above referred problems being observed while working in the distribution development department. Since lack of coordination between the material control departments the resources are not well managed resulting in long delays of underutilization of resources.

Project Management methodology was not implemented .There was poor planning to achieve targets. Quality of work was compromised.

In order to overcome and coordinate effectively to achieve annual targets a PMO setup was necessary.

PMO at UK Electric Punjab Region

In the first phase we are setting up a PMO at UK Electric Punjab Region due to the following reasons

- Standards followed in one project were different from 2nd project
- Repetition of mistakes in Projects
- Resource allocation issues for multiple Projects
- Unavailability of centralized system, every project was independently done
- Majorly No Standards were followed or without any check and balance

Initially we are setting up this PMO at the UK Electric Punjab Region in the first phase if the results are comprehensive then we will implement in other regions in the second phase.

3.7 Type of PMO

Taking in consideration of the problems that currently we are facing in UK Electric Punjab Region the propose type of PMO is Supportive. The Supportive PMO will implement project management processes. PMO will work in four major functions

- Train staff

- Establish Methodology for project management
- Consultation for implementation of standards
- Enforcement of Standard operating procedures

3.8 PMO Implementation

Four step PMO Road Map Will be established in order to complete our Projects efficiently. The implementation of PMO will result in process improvement, project management methodologies and benefit realization.

3.8.1 PMO Scope

- PMO will be established in UK Electric Punjab Region
- PMO will establish project methodologies & standard templates
- PMO can procure all the recourses and tools required for the project execution
- PMO will be headed by the Project Engineer and will be the reporting body for all function in the existing projects
- The PMO will fulfill training requirements of project teams
- The PMO will establish a set of templates to use during the projects

3.8.2 Mission Statement of PMO

To implement an effective approach of Project management that results in project scope, schedule, and cost performance success on every project along with development of a strong and pervasive project management culture and supporting environment.

3.8.3 Vision Statement of PMO

The PMO is a team of experts that align project objectives, manages needs, eliminating problems delivering on time and with budget results

Core Values

- Support
- Integrity
- Ethical standards
- Efficiency

3. 8.4 Stakeholder

Stakeholder analysis is essential in order to identify primary and key stakeholders that require effective and constant communication channel

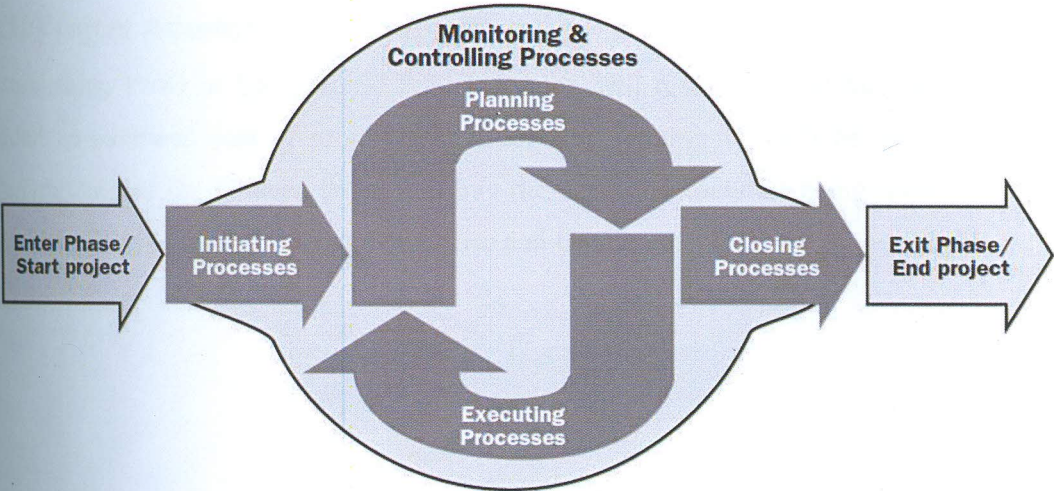
Table 3.1 Stake Holder

Sr.	Stakeholder	Power	Interest	Priority
1	Bahria Town Administration	High	High	Manage Closely
2	Mcdonalds Administration	High	High	Manage Closely
3	Director	High	High	Manage Closely
4	CEO	High	High	Manage Closely
5	General Public	High	High	Manage Closely

3.9 Project Management Methodology

Methodology defined in the PMBOK will be used for the proposed PMO. The application of project management processes will be iterative.

The following figure explains project management methodology



As we can see Monitoring & Controlling process starts immediately when a project is started. During initiating process, project scope 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.
7. Develop auditing/tracking requirements.

3.10Project Administrative Support

Establishing PMO in UK Electric Punjab Region will require capital budgeting as it will be added an overhead cost of project cost. Budgeting requirement will be covered by accounts Department and the IT department will buy the necessary tools for being used in PMO. These include software e.g. MS Project, MS Office and Oracle P6.

3.11 Training programs

Regular training programs will be conducted both for the project Managers and for the staff in order to make them up to date to meet the increasing demands of new technology. list of staff that required specific training will be sent to HR who will conduct training of the staff .

3.12 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. Project manager will be responsible to share the project status 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.

3.13 Striving for Improvement

The PMO team will continue to focus on all areas PMO implementation. Key areas to focus are management, process, planning, people, technology and information. The PMO team will be required strive hard in these areas to improve the PMO performance. For the purpose of evaluation and internal audit will be conducted after every Project completion.

3.14 Challenges faced in establishing PMO

Number of challenges will be faced both internally and externally during the establishment of PMO

3.14.1 Internal Challenges

1. Senior Management will unable to understand the role of PMO
2. Concerns from senior management regarding initial establishment and operational cost
3. Resistance by senior management to accept s separate control of development.
4. Traditional workers afraid of new methodology.
5. New reporting line.
6. Creation of a new organizational structure.

7. Implementation of a consistent approach to planning and managing projects

3.14.2 External Challenges

1. Change in Policies of administration
2. Clash of Standards with Consultants

3.14.3 How to tackle these challenges

1. To apply and enforce all standardized processes and try to comply with policies of administration
2. Before Execution of work the standards must be defined in order to avoid any delay

3.15 PMO value addition to UK Electric Punjab Region

1. With the help of PMO at the right time the right resources are allocated to the right project so that in generic word projects are delivered on time with in the budget and scope.
2. There must be consistent project management delivery across Projects to be executed in Punjab.
3. The PMO will standardize the projects by Introducing KPI's for every Project.
4. Financial and cost budget analysis is done in PMO to evaluate that which project can be under taken.
5. PMO ensure the success rate of project every time.
6. PMO improved technical skills of individual through training.

Chapter 4

4 Project

Mcdonalds Planned to open a restaurant in Bahria Town, Lahore and after award of tender the client wants this project to be the fastest to complete in history of Pakistan by implementing the Quality and Scheduling Standards to complete the Project right on time.

4.1 Project Title

Mcdonalds Resturant Bahria Town

4.2 Significance with company's 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. Strong product demand in the market.
2. Quality products.
3. Customer / consumer satisfaction.
4. Compliance to government policies.
5. Powerful brand name.
6. Efficiency enhancement.
7. Operational efficiency.
8. Cost economical.
9. Skilled manpower.
10. Stakeholders' engagement.

4.3 Project Objectives

4.3.1 Success Factors

Success factors of the selected project are as follows:

- 1. Timely Completion of Project Objectives
- 2. Meeting the safety standards as per Mcdonalds policy.
- 3. IT work Compliance test
- 4. Synchronization of Panels with Main Supply

4.4 External Dependencies

- 1. NOC’s required for Wapda Connection.
- 2. Boring for Road Crossing of PTCL DB.
- 3. NOC required for working late night.

4.5 Stakeholder Analysis

Stakeholder analysis is essential to discover primary and key stakeholders that require efficient and constant communication flow.

Table 4.1: Stake holder Analysis

Sr.	Stakeholder	Power	Interest	Priority
1	Bahria Town Administration	High	High	Manage Closely
2	Mcdonalds Administration	High	High	Manage Closely
3	Director	High	High	Manage Closely
4	CEO	High	High	Manage Closely
5	General Public	Low	Low	Monitor

4.6 Project Documents

Following project documents will be prepared for the demonstration of this project.

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

4.7 Implementation Strategy

The plan which will be followed for the implementation of the selected project is as follows:

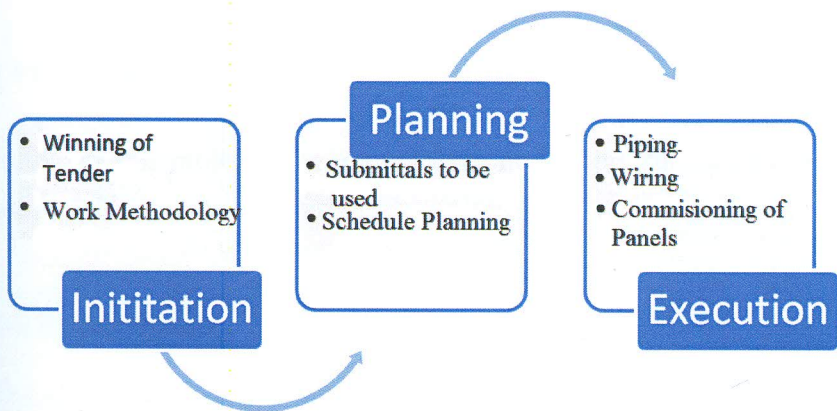


Figure 4.1implementation strategy

Chapter 5

5 Project Charter

5.1 Version History

Table 5.1: Version History

Version #	Completer By	Revision Date	Approved By	Approval Date	Reason
1.0 (Rev 0)	Hassan Riaz	10-11-2016	PMO	14-11-2016	Change in Scope
1.1 (Rev 1)	Hassan Riaz	22-12-2016	PMO	24-12-2016	Change in Scope

5.2 Introduction

As per PMI PMBOK, the document issued by the project initiator that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities is called the project charter. The project charter documents the necessary information required by decision maker(s) to endorse the project for financial support. The project charter should include the requirements, scope, rationalization, and resource commitment. It is created during the initiating phase of the project.

5.3 Project Objectives

The sole objective of this project is to complete the project in 2 months to become the fastest Project in history of Mcdonalds Pakistan.

5.4 High Level Requirements

High Level Requirements are the Power Supply Cables of main Supply and Delivery of Distribution Boards on Site.

5.5 Success Criteria

Success factors of the selected project are as follows:

- 5. Timely Completion of Project Objectives
- 6. Meeting the safety standards as per Mcdonalds policy.
- 7. IT work Compliance test
- 8. Synchronization of Panels with Main Supply

5.6 Estimated Timeline

After winning tender, Piping and wiring takes 3 weeks, Kitchen Equipment work takes 1 week, IT works takes 1 Week, Panels Installation takes 2 Weeks, Testing takes 1 week and overall project will take around 60 days to complete.

5.7 High Level Risks

- 1- Overlapping of Electrical & HVAC Works
- 2- Delay of Project because of Civil Constraints
- 3- Issuance of NOC’s from Bahria Administration.
- 4- Scope change Request from Client Side might delay the project due to tight schedule

5.8 Constraints & Assumptions

- 1- Because of international Targets, Project duration of 4 months Reduced to 2 months
- 2- Quality standards mandatory.
- 3- Plumbing Electric Work dragged to Electrical Team Scope
- 4- Installation of Cameras, and IT Rack moved to Electrical Team Scope

5.9 Project Milestones

Table 5.2: Project Milestone

Sr. #	Milestone	Planned Target Date
1	Project Start Date	26-10-2016
2	Panels Installation	23-12-2016
3	Lighting G.F	22-12-2016
4	Completion of Electrical work	26-12-2016

5.10 Stakeholders

Table 5.3: Stake Holder

Sr. #	Stakeholder	Power	Interest	Priority
1	BAHRIA Administration	High	High	Manage Closely
2	Mcdonalds Administration	High	High	Manage Closely
3	CEO	High	High	Manage Closely
4	Director	High	High	Manage Closely
5	General Public	Low	Low	Monitor

5.11 Project Budge Estimates

This Section gives evaluated Budget plan required to execute this project meeting the essential prerequisites and benchmarks.

Table 5.4: Budget Estimate

Sr.	Budget of Item	Total (PKR)
1	Wiring & Distribution Boards	5,527,710
2	Voica, Data and Communication System	653,000
3	Switch, Sockets	432,127
4	Lights, Cameras, FACP, Containments	5,310,300
Cost (Estimated):		11,923,137

	Sales Tax (17%):	2,026,933
	GST Included:	13,950,070
	Contingency Reserve (5%):	697,503
	Total Project Cost:	14,647,573

5.12 Project Organization

This section describes the key roles in planning and execution of the project.

Table 5.5 : Project Organization

Name	Role	Responsibilities
Hassan Riaz	Project Manager	who will performs the day-to-day management of the project and has specific responsibility for managing the project within the approved time, cost and Scope
Syed Shahab	Project Coordinator	Who will be responsible for coordinating and reporting with officials
Ali Zia	Change Manager	who will be responsible for managing the change process mechanism
UK ELECTRIC	Project Sponsor	Who will be responsible for providing budget, required materials and services during the project

5.13 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 (UK Electric)

Signature:		Date
Name:		:
Role:	Project Manager	

Chapter 6

6. Project Scope Statement

6.1 Version History

Table 6.1: Version History

Version #	Completed By	Revision Date	Approved By	Approval Date	Reason
1.0 (Rev 0)	Hassan Riaz	10-11-2016	PMO	14-11-2016	Change in Scope
1.1 (Rev 1)	Hassan Riaz	22-12-2016	PMO	24-12-2016	Change in Scope

6.2 Introduction

According to PMI PMBOK, the record issued by the Project initiator that formally approves the presence of a Project and furnishes the venture chief with the expert to apply hierarchical assets to venture exercises is known as the Project sanction. The project sanction reports the fundamental data required by choice maker(s) to embrace the venture for money related support. The Project sanction ought to incorporate the prerequisites, degree, defense, and asset responsibility. It is made amid the starting period of the Project.

6.3 Project Scope Description

The Project Scope was to complete the work accordingly to the bill of quantities with complete compliance with quality standards

1. Cable Tray for IT and Electrical Work
2. 300 Sqmm Cable for Mains
3. Lights Installation
4. Circuiting for Lights, Air curtain, Hand Dryers, Insect cuter and Speakers
5. Panels installations with wire terminations to the breakers
6. Power Supply to HVAC Equipment
7. Power Supply to Plumbing Equipment
8. Wire termination of Directional, Building and pylon Signage

6.4 Acceptance Criteria

The project should have the following features.

- 1- Cable tray Separation Area between two thread rod set must be of 2 feet
- 2- Lobby socket must be 600 mm above finish floor level
- 3- All lights must be controlled by DLP (Digital Light Processing Panel
- 4- Termination of main Cables in Panels Must be via Glands
- 5- 4 pole MCCB Breaker must include in distribution Boxes for HVAC Equipment
- 6- All electrical circuits must be terminated with proper tagging
- 7- Cable tray must be covered and no electrical cable should contact any IT wire
- 8- All IT equipment must be on UPS
- 9- At least 10 lights in lobby area must be on emergency power supply
- 10- HVAC equipment must be controlled by HCP Panel in Manager Room
- 11- Circuits Supply must be according to the load sheet
- 12- Glands should be places in every hole of cable tray for wires termination
- 13- Wires for cable chase equipment must touch the ground level
- 14- Cable insulation test before installation
- 15- No open cable should be visible
- 16- Testing of all kitchen equipment before opening date
- 17- IT work must be 100 % complete before restaurant opening date
- 18- Water proofing covers of power sockets on service area and roof
- 19- Earthing of generator body and neutral
- 20- Earthing of 20ft pole body
- 21- Earth Leakage Circuit Breaker must be installed in Distribution Boxes

6.5 Project Deliverables

Table 6.2: Project deliverable

Name	Description
Under Ground Piping including manholes	PVC pipes of 6” inch to be laid for main cables of 300 Sqmm and 1.5Sqmm *5 for Lighting and control wiring
Mains Cable Installation	Main Cable of 300 Sqmm for Transformer and Generator are to laid
Lighting Panel installation	Lighting Panel will be Installed to control Circuits from Electric Room
Phase Reversal Panel Installation	Phase Reversal Panel is to be installed for wapda as primary supply and Generator as secondary Supply
Auto Transfer Switch Installation	Auto Transfer Switch will auto switch the available power supply
Main Distribution Board	Main Distribution Board will be installed in order to distribute

Installation	power to all panels including AP1, AP2, AP3, HVAC and LP Panel
HVAC Panel installation	HVAC Panel to be installed for power supply of package units, exhaust for kitchen and ductable split air conditioner
AP 1 Panel Installation	AP1 Panel to be Installed for Kitchen Equipment Power Supply
AP 2 Panel Installation	AP2 Panel to be Installed for Power Sockets, FACP, Handdryers and Single phase Kitchen Equipment
AP 3 Panel Installation	AP3 panel to be installed for Pump Room and RO Plant
IT Rack Installation	IT Rack to Be Installed For Cash Registers, NVR and Network Connectivity of Kitchen Equipment
Lights installation onto ceiling	Lights to be Installed in Gypsum Ceiling on Points marked in drawings
Installation of pole Lights	Installation of pole lights in drive thru and parking area
Installation of Pylon	Installation of Pylon Signage for Store visibility
Installation of COD	Installation of Customer Order Display on Drive Thru
Installation of DMB	Installation of digital menu board on counter wall
Installation of Directional Signage	Directional signage to be installed for navigation services to customers while entering mcdonalds
Installation of Building Signage	Building signage to be installed
Installation of Cash Registers	Cash Registers to be installed for order punching
Installation of FACP	Fire Alarm Control Panel to be installed in marked areas
HCP Installation	HVAC control panel to be installed in manager room for control of hvac equipment
DLP Installation	Digital light Panel to be installed in manager room for lights control

6.5 MS 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 our project “Mcdonalds Resturant Bahria Town”. The project is in progress. Some tasks have been completed. Rest of the tasks is in progress.

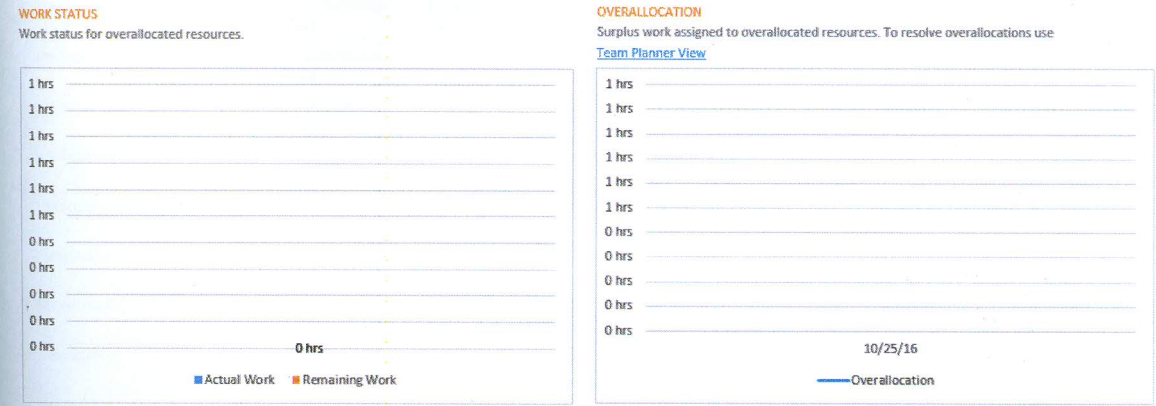
Following sections contain the following:

- 1. Resource Sheet.
- 2. Network Diagram.

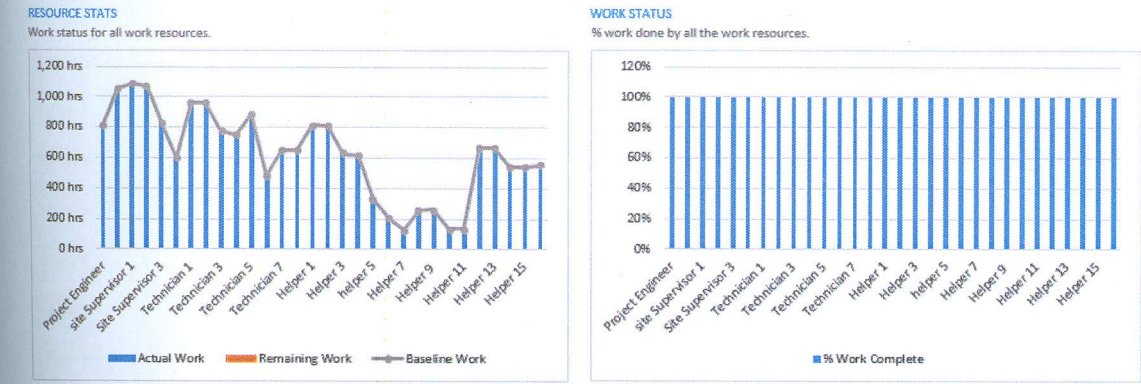
3. Resource Reports.
4. Cost Reports.
5. In Progress Reports.
6. Project Dashboards
7. S Curve (Work).

Resource Report

OVERALLOCATED RESOURCES



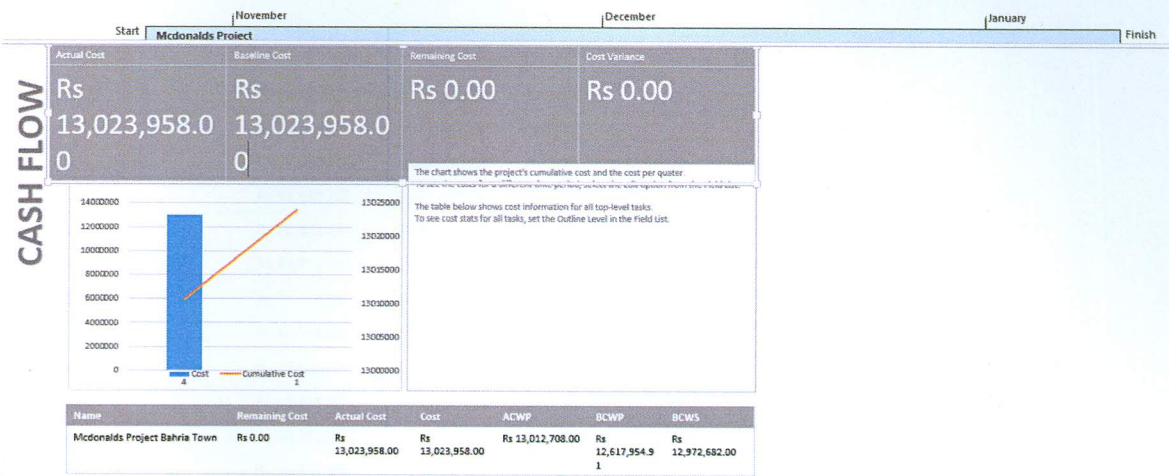
RESOURCE OVERVIEW



RESOURCE STATUS			
Remaining work for all work resources.			
Name	Start	Finish	Remaining Work
Project Engineer	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Site Engineer	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
site Supervisor 1	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Site Supervisor 2	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Site Supervisor 3	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Site Supervisor 4	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 1	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 2	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 3	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 4	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 5	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 6	11/21/16 8:00 AM	12/28/16 4:00 PM	0 hrs
Technician 7	11/21/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Technician 8	11/21/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Helper 1	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Helper 2	10/25/16 8:00 AM	1/11/17 4:00 PM	0 hrs
Helper 3	10/25/16 8:00 AM	12/27/16 4:00 PM	0 hrs
Helper 4	10/25/16 8:00 AM	12/27/16 4:00 PM	0 hrs
helper 5	10/25/16 8:00 AM	12/26/16 4:00 PM	0 hrs
Helper 6	10/25/16 8:00 AM	12/26/16 4:00 PM	0 hrs

Resource Sheet

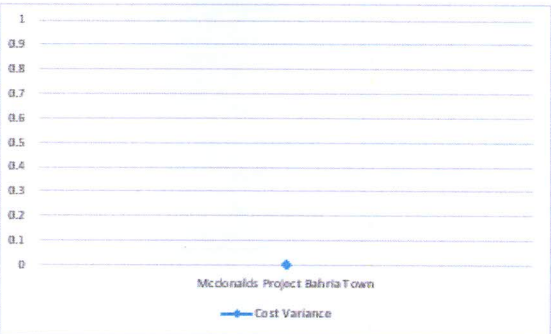
Cost Reports



COST OVERRUNS

TASK COST VARIANCE

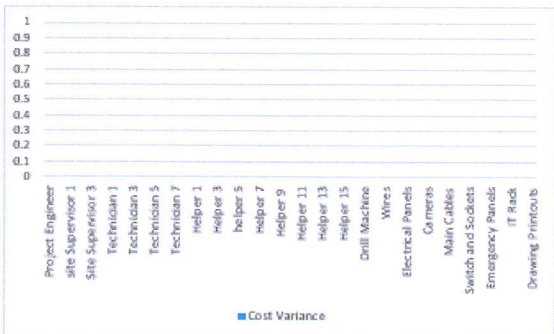
Cost variance for all top-level tasks in the project.



Name	% Complete	Cost	Baseline Cost	Cost Variance
Mcdonalds Project Bahria Town	100%	Rs 13,023,958.00	Rs 13,023,958.00	Rs 0.00

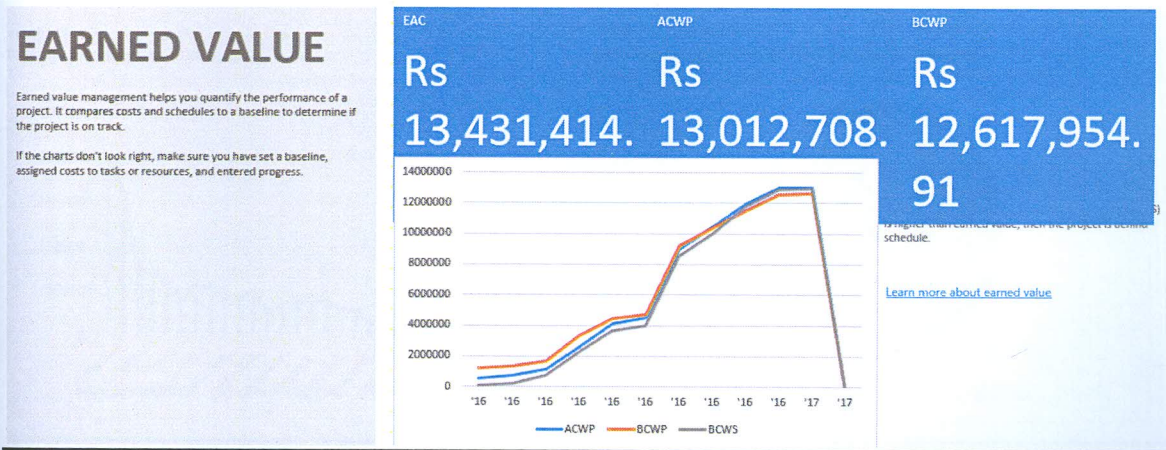
RESOURCE COST VARIANCE

Cost variance for all the work resources.



Name	Cost	Baseline Cost	Cost Variance
Project Engineer	Rs 203,000.00	Rs 203,000.00	Rs 0.00
Site Engineer	Rs 158,550.00	Rs 158,550.00	Rs 0.00
Site Supervisor 1	Rs 76,300.00	Rs 76,300.00	Rs 0.00
Site Supervisor 2	Rs 74,620.00	Rs 74,620.00	Rs 0.00
Site Supervisor 3	Rs 57,820.00	Rs 57,820.00	Rs 0.00
Site Supervisor 4	Rs 42,140.00	Rs 42,140.00	Rs 0.00
Technician 1	Rs 55,912.00	Rs 55,912.00	Rs 0.00

Technician 2	Rs 55,912.00	Rs 55,912.00	Rs 0.00
Technician 3	Rs 45,066.00	Rs 45,066.00	Rs 0.00
Technician 4	Rs 43,442.00	Rs 43,442.00	Rs 0.00
Technician 5	Rs 51,562.00	Rs 51,562.00	Rs 0.00
Technician 6	Rs 28,014.00	Rs 28,014.00	Rs 0.00
Technician 7	Rs 37,758.00	Rs 37,758.00	Rs 0.00
Technician 8	Rs 37,758.00	Rs 37,758.00	Rs 0.00
Helper 1	Rs 40,750.00	Rs 40,750.00	Rs 0.00
Helper 2	Rs 40,500.00	Rs 40,500.00	Rs 0.00
Helper 3	Rs 31,400.00	Rs 31,400.00	Rs 0.00
Helper 4	Rs 30,700.00	Rs 30,700.00	Rs 0.00
helper 5	Rs 16,450.00	Rs 16,450.00	Rs 0.00
Helper 6	Rs 10,150.00	Rs 10,150.00	Rs 0.00
Helper 7	Rs 6,300.00	Rs 6,300.00	Rs 0.00
Helper 8	Rs 12,600.00	Rs 12,600.00	Rs 0.00
Helper 9	Rs 12,950.00	Rs 12,950.00	Rs 0.00
Helper 10	Rs 6,650.00	Rs 6,650.00	Rs 0.00
Helper 11	Rs 6,650.00	Rs 6,650.00	Rs 0.00
Helper 12	Rs 33,250.00	Rs 33,250.00	Rs 0.00
Helper 13	Rs 33,250.00	Rs 33,250.00	Rs 0.00
Helper 14	Rs 26,950.00	Rs 26,950.00	Rs 0.00
Helper 15	Rs 26,950.00	Rs 26,950.00	Rs 0.00
Helper 16	Rs 27,650.00	Rs 27,650.00	Rs 0.00



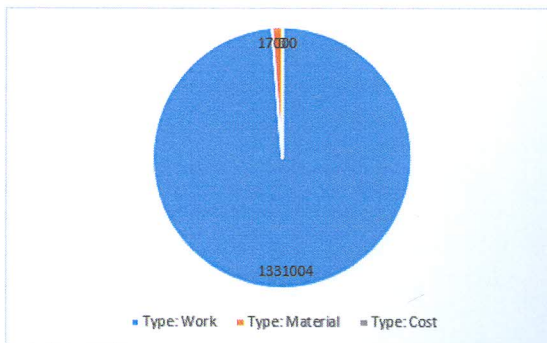


The project's earned value based on the status date. If actual cost (ACWP) is higher than earned value (BCWP), then the project is over budget. If planned value (BCWS) is higher than earned value, then the project is behind schedule.

Cost and schedule variances for the project based on status date. If CV is negative then, the project is over budget. If SV is positive then the project is behind schedule.



Cost status for work resources.

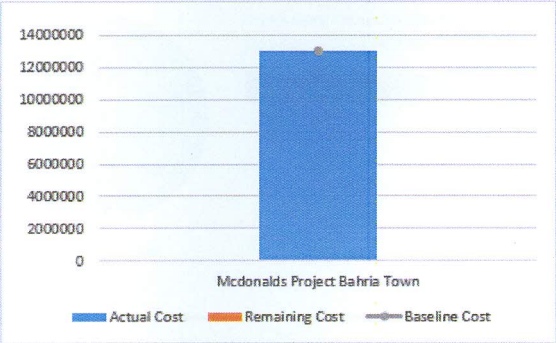


Name	Actual Work	Actual Cost	Standard Rate
Project Engineer	812 hrs	Rs 203,000.00	Rs 250.00/hr
Site Engineer	1,057 hrs	Rs 158,550.00	Rs 150.00/hr
Site Supervisor 1	1,090 hrs	Rs 76,300.00	Rs 70.00/hr
Site Supervisor 2	1,066 hrs	Rs 74,620.00	Rs 70.00/hr
Site Supervisor 3	826 hrs	Rs 57,820.00	Rs 70.00/hr
Site Supervisor 4	602 hrs	Rs 42,140.00	Rs 70.00/hr
Technician 1	964 hrs	Rs 55,912.00	Rs 58.00/hr
Technician 2	964 hrs	Rs 55,912.00	Rs 58.00/hr
Technician 3	777 hrs	Rs 45,065.00	Rs 58.00/hr
Technician 4	749 hrs	Rs 43,442.00	Rs 58.00/hr
Technician 5	889 hrs	Rs 51,562.00	Rs 58.00/hr
Technician 6	483 hrs	Rs 28,014.00	Rs 58.00/hr
Technician 7	651 hrs	Rs 37,758.00	Rs 58.00/hr
Technician 8	651 hrs	Rs 37,758.00	Rs 58.00/hr
Helper 1	815 hrs	Rs 40,750.00	Rs 50.00/hr
Helper 2	810 hrs	Rs 40,500.00	Rs 50.00/hr
Helper 3	628 hrs	Rs 31,400.00	Rs 50.00/hr
Helper 4	614 hrs	Rs 30,700.00	Rs 50.00/hr
Helper 5	329 hrs	Rs 16,450.00	Rs 50.00/hr
Helper 6	203 hrs	Rs 10,150.00	Rs 50.00/hr
Helper 7	126 hrs	Rs 6,300.00	Rs 50.00/hr
Helper 8	252 hrs	Rs 12,600.00	Rs 50.00/hr
Helper 9	258 hrs	Rs 12,950.00	Rs 50.00/hr
Helper 10	133 hrs	Rs 6,650.00	Rs 50.00/hr
Helper 11	133 hrs	Rs 6,650.00	Rs 50.00/hr
Helper 12	665 hrs	Rs 33,250.00	Rs 50.00/hr

TASK COST OVERVIEW

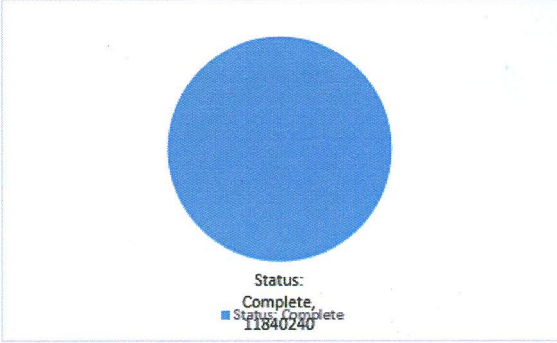
COST STATUS

Cost status for top-level tasks.



COST DISTRIBUTION

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



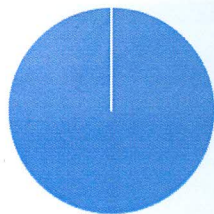
COST DETAILS

Cost details for all top-level tasks.

Name	Fixed Cost	Actual Cost	Remaining Cost	Cost	Baseline Cost	Cost Variance
Mcdonalds Project Bahria Town	Rs 0.00	Rs 13,023,958.00	Rs 0.00	Rs 13,023,958	Rs 13,023,958.00	Rs 0.00

In Progress Reports

CRITICAL TASKS

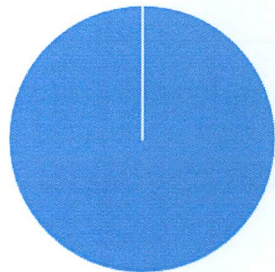


■ Status: Complete

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
------	-------	--------	------------	----------------	----------------

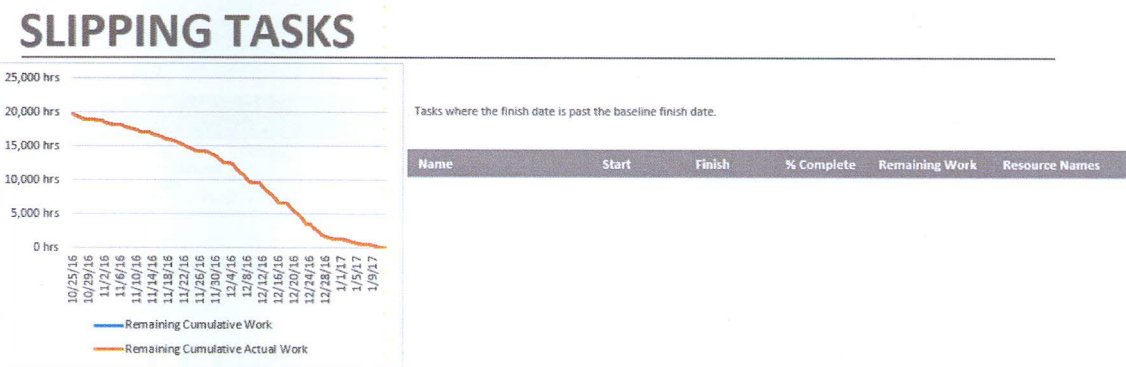
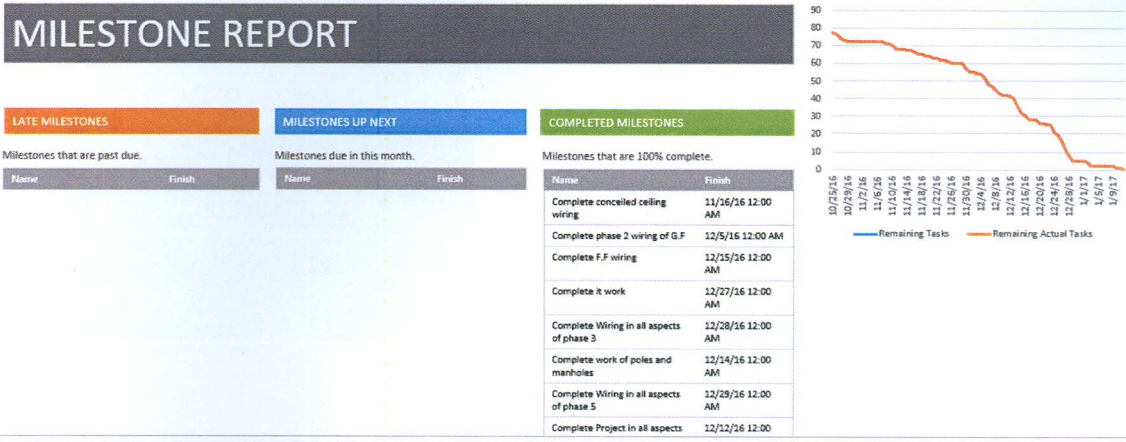
LATE TASKS



■ Status: Complete

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.

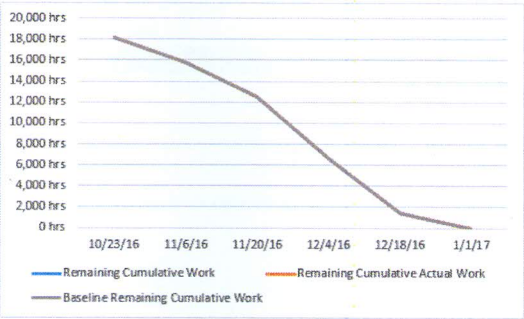
Name	Start	Finish	% Complete	Remaining Work	Resource Names
------	-------	--------	------------	----------------	----------------



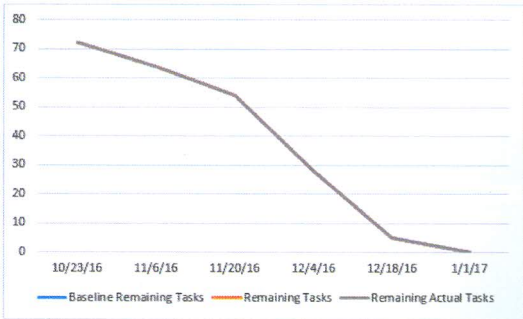
Project Dashboard

10/25/16 8:00 AM/12/17 12:00 AM

BURNDOWN



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.

COST OVERVIEW

10/25/16 8:00- 1/12/17 12:00 AM

COST

Rs 13,023,958.00

REMAINING COST

Rs 0.00

% COMPLETE

100%

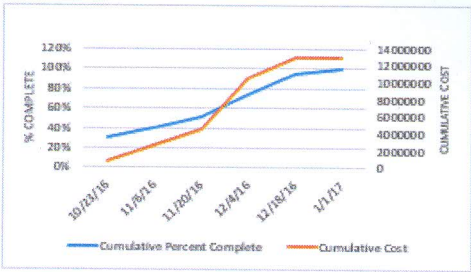
COST STATUS

Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost	Cost Variance
Mcdonalds Project Bahria Town	Rs 13,023,958.00	Rs 0.00	Rs 13,023,958.00	Rs 13,023,958.00	Rs 0.00

PROGRESS VERSUS COST

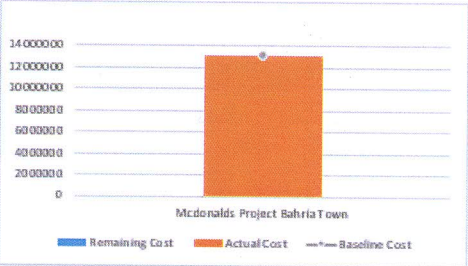
Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



COST STATUS

Cost status for all top-level tasks. Is your baseline zero?

[Try setting as baseline](#)



PROJECT OVERVIEW

10/25/16 8:00- 1/12/17 12:00 AM

% COMPLETE

100%

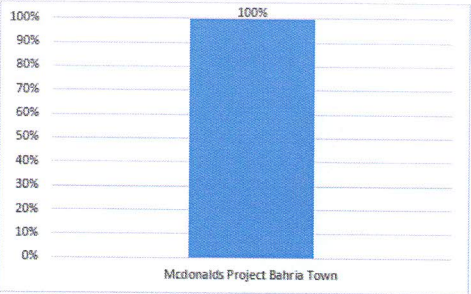
MILESTONES DUE

Milestones that are coming soon.

Name	Finish
------	--------

% 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
------	-------	--------	----------	------------	----------------



10/25/16 8:00 - 1/12/17 12:00
AM AM

UPCOMING TASKS

REMAINING TASKS

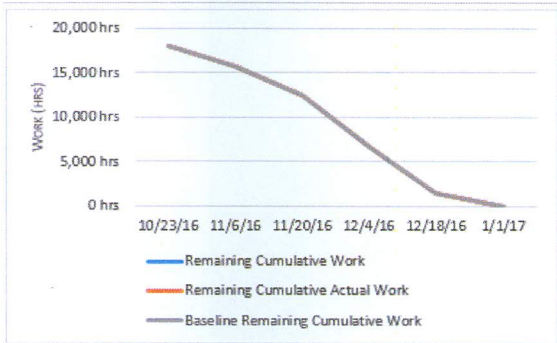
Status of remaining tasks that are due this week



TASKS STARTING SOON

Status of tasks starting in the next week

Name	Resource Names	Start	Finish	Work
------	----------------	-------	--------	------

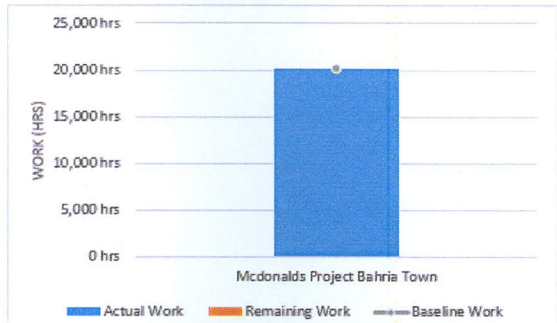


WORK BURNDOWN

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.

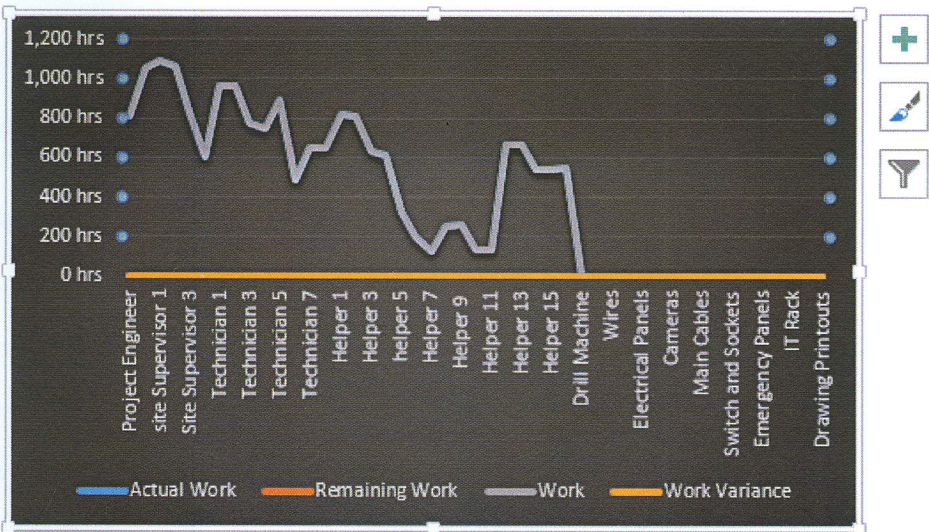
Is your baseline work zero?

[Try setting a baseline](#)



S Curve

S- Curve



References

1. A guide to PMBOK 5th edition.
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