

<University>

<Project Management>

by

<Your Name>

<Date>

<Lecturer's Name and Course Number>

## Letter to Sponsor

To,

Mr Alex Jones

The CEO of YJM Retails

Date: 23<sup>rd</sup> March 2018

Respected Sir

I am the student of business management, pursuing my course in Project Management in civil. I am studying in my second year and at the same time; I am a trainee in a construction-based organization. As a part of my course, I have to carry out a project of construction for accomplishing my degree. I have an experience of one year being a team member of construction project and I have carried out three big projects and five small projects.

The present project is based upon the construction of warehouse for Cambridge Satchel and the milestones of the project are design recommendation, vendor selection, resource acquisition, installation of technology and construction of warehouse.

Sir, I am seeking your permission for this project to be carried out under my supervision. Kindly approve this application so that I could start upon this project.



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## Introduction

Project management can be defined as the application of processes, methods, skills, knowledge as well as experience for achieving the objectives of a project. In other words, project is referred to as the unique endeavour, which is undertaken for achieving the planned objectives that is termed as outcomes (Kerzner and Kerzner, 2017, p. 34-38). The current report talks about the project management of a construction of a warehouse of Cambridge Satchel, a small organization of UK that sells satchel and other leather goods. This company wants to expand its market and for that, it requires warehouse to store its products.

For that aspect, the project team will carry out the construction of a warehouse project in order to fulfil the objectives of the company. This report describes the scope of the project, milestones to be achieved, risks associated with this project, stakeholders to be considered and lastly resources to be acquired (Larson and Gray, 2013, p. 13-15).

## Project Scope

Project is generally considered as the part of project planning which includes the determination and documentation of listing of specific project goals, features, deliverables, milestones, deadlines,

etc. In simpler words, it is defined as what needs to be achieved as well as the work which must be done for delivering a project (Fewings, 2013, pp. 22-30). There are several points, which need to be covered within this scope checklist. Firstly, the objectives of the project are to plan the project in an efficient manner so that all the milestones get accomplish, to apply latest construction method to build a warehouse with modern techniques. Moreover, to fulfil the expectations of the client in an efficient manner, to complete the project in a given budget and given timeline are also objectives of the project (Fleming and Koppelman, 2016, pp. 18-21). Secondly, deliverables are to provide effective services to the client so that its business does not get distracted during the construction, to provide them a warehouse installed with latest amenities and technologies in a given budget.

Further, the milestones are survey with the staff, recommendation of design, selection of vendor, approval from sponsor, construction of warehouse, installation of technology, updated facility (Harrison and Lock, 2017). Technical specification will be finalised where detailed technicalities will be used while constructing the project so that warehouse is built with modern technology. For that, project team will install in-built CCTV cameras that are hidden in the ceiling, automation belts for taking out the stocks without human help, digital shelves for identifying the place of

the product, etc. Limitation of this project is the time and cost as the team has to build a modern and technical warehouse in a limited cost as well as within lesser time. Lastly, customer review will be taken at every step so that the warehouse is constructed as per the requirements of a client (Shields and Rangarajan, 2013, pp. 5-10).

## **Business Case**

Cambridge Satchel wants to expand its business in different parts of UK and it is planning for adopting online business. For that aspect, company needs a warehouse to store its large amount of stock. Nevertheless, the company requires automated warehouse so that it works become easier and it does not require human resource for the same. Therefore, company has given a project to our team so that we can construct an automated warehouse for it within a time-span of 10 months. Further, company has also allocated limited budget for this construction and needs a fully automated warehouse, which can be operated directly from office. It also requires high-end technologies like hidden CCTV cameras, automated belts for packing the stuff, digital shelves for identifying the product place, etc. The project team has done the planning of this project and are thriving to achieve the objectives of the project in a given deadline.

## Milestones

It is that tool used in project management for marking specific points along the project timeline. This informs the project management and its team regarding the achievement of each stage (Fleming and Koppelman, 2016, pp. 56-60). There are various milestones designed by the project manager in order to accomplish the task efficiently (Sears and et al., 2015, pp. 21-26). Moreover, the traditional theory linked with these criteria is that to identify the milestones is to focus upon the project life cycle. As it is known that progress of a project depends upon the phases like conceptualization, planning, execution and termination. Through this approach, it can be viewed that the completion of certain phase is regarded as milestones of the project. The project milestones for the construction of warehouse are described below:

<i>Milestones</i>	<i>Completion Criteria</i>	<i>Stakeholder Judge</i>	<i>Acceptance Criteria</i>
Letter to sponsor	1 April- 15 April	Sponsor	Discussion with the head of department
Design Recommendation	16 April- 15 May	Architect	All areas included
Vendor selection	16 May- 8 June	Sponsor	Letter from vendor
Resource Acquisition	9 June- 10 August	HR manager and	Data report from

			production manager	departmental head
Installation of technology	of	11 August- 30 September	Project manager	Information from technical specialist
Completion of warehouse	of	1 October- 1 Feb	Project manager and labours	Monthly report from the user

## Risks

As per the PMBOK, risk management is regarded as one of the knowledge areas in which a project manager should be highly competent (Shields and Rangarajan, 2013, pp. 40-46). The reason is that every project comes with risk linked to it and there is no single project in the entire world, which is risk free (Fewings, 2013, pp. 20-25). Therefore, it is very crucial to manage the risk. Unfortunately, risk cannot be removed or eliminate, however, its impact could be reduced by effectively managing it. Project manager mainly maintains a risk register where type of risk, its intensity, its impact and suggestion for reducing it, is noted down. Similarly, for the current project, risk register is maintained and it is described below:

<i>S. No</i>	<i>Risk Description</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Severity</i>	<i>Mitigating action</i>	<i>Status</i>
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1.	Technical risk	Amber			Identification of technical materials, site investigation will be done.	
2.	Environmental risk				Regular contact with weather forecast and precaution for any kind of natural calamity	
3.	Financial Risk				Identification of economic condition in advance and informing the client beforehand	

## Stakeholders

Stakeholders are those individuals and organization who has direct or indirect link with the project (Kerzner and Kerzner, 2017, pp. 27-31). Their activity can affect the project in both positive as well as negative manner. These are employees, sponsor, vendors, labours, engineers and architects. It is essential for the project team to be responsible for them, as per the stakeholder theory, a company owes a responsibility towards a wider group of stakeholders (Hwang and Ng, 2013, pp. 11-19). The list of stakeholders, its impact and the responsibility towards him for the current project of construction has been listed down:

<b><i>Stakeholders</i></b>	<b><i>Impact</i></b>	<b><i>Responsibility</i></b>
Human Resource	They help in managing and building the construction site. Their resistant and keep the project on hold and through this, company miss its deadline (Hwang and Ng, 2013, pp. 23-	Proper remuneration to be provided to them and motivating them for working effectively.

	26).	
Vendors	Material acquisition is done through them. If they deny then project cannot be completed on time.	Appropriate payment to be done and that should be on time. Proper relation to be maintained with them.
Sponsor	Because of their permission, project starts up. Without their permission project cannot be carried out.	Proper respect given to them on timely basis and detailed discussion to be done with them regarding the project (Fewings, 2013, pp. 12-16).
Engineers and Architects	They build the design of the project and their non-working can ruin the project.	They should be remunerated timely and motivated.

## Resources

Resources are those tangible and intangible objects that are required to carry out the tasks of the project (Harrison and Lock, 2017, pp. 33-35). There are three types of resources, which are used in construction process, and those are physical resources, human resources and technical resources. None of the project could be carried out without any one of the resources (Alzahrani and Emsley, 2013, pp. 37-50). Therefore, all three resources should be present while carrying out construction project. The list of resources required is as follows:

<i>Type of Resources</i>	<i>Requirements</i>
Physical Resources	Raw materials like land, sand, cement, bricks, concrete, money, tools and equipment.
Human Resources	Manpower such as employees, engineers, architects, labours and managers (Alzahrani and Emsley, 2013, pp. 50-52).
Technical Resources	Technological equipment, digital tools, cameras,

## Other items

Other items required for this project management are team-operating principles and lesson learned from this report. Under team-operating principles there are few principles included which the team to carry out the project in an effective manner must follow (Fleming and Koppelman, 2016, pp. 23-38). Firstly, the team must be committed towards the timetable, they must follow schedule of the team and sponsorship meetings on a regular basis, the team should communicated timely for avoiding any ambiguity and chaos and lastly the majority rules must be followed.

On the other hand, lesson learned from this project is that the key primary project planning is to agree upon the project scope. Secondly, for maintaining project objectives and timeline, communication must be done accurately as this will resolve the issue quickly (Shields and Rangarajan, 2013, pp. 42-44). At last, roles and responsibilities must be understood for carrying out smooth teamwork and timely project completion.

## Project Sign-off Sheet

<b>Project Name:</b>	Management of a construction of a warehouse
<b>Project Manager:</b>	Syed Ahmed
<b>Start Date:</b>	1 <sup>st</sup> April, 2018
<b>Completion Date:</b>	1 <sup>st</sup> February, 2019
<b>Project Duration:</b>	10 months
<b>Sponsor:</b>	Alex Jones

**Project Goal:** To construct the warehouse with latest technological advancement installed within in a given deadline and budget.

**Project Deliverables:** First is to provide effective services to the client so that its business does not get distracted during the construction. Second is to build a warehouse installed with latest amenities and technologies in a given budget.

**Team Members:** Josh Mathews and Kate Lawrence

**Client:** Cambridge Satchel

By signing this document, I acknowledge that I have delivered all the above stated deliverables at an agreed quality levels.

Project Manager: Syed Ahmed, 26<sup>th</sup> April 2018

By signing this document, I acknowledge that I have recieved all the above stated deliverables at an agreed quality levels.

Sponsor: Alex Jones, 26<sup>th</sup> April 2018