

**Project Plan**

**(Project Name)**

**Planning, Procurement and ImplementationDocument Acceptance and Release Notice**

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# Overview

## Purpose of Project Plan

*Briefly describe the purpose and details of the project.*

## Project Title

*Project Tittle as per the space form*

## Background

*A Project's Background is a formal document containing a common description of what is expected to be done within the project, what prerequisites for the project are, and how to produce the expected amount of work. ... A very common description of how to perform the project. A plain explanation of the desired outcome.*

# Objectives and Scope

## Objectives Hierarchy

*Briefly describe* *the hierarchy of objectives is a tool that helps analyse and communicate a project's objectives. ... Our approach organizes objectives into three broad levels: policy, strategic, and operational. In general, these levels correspond to the top, middle, and working levels of management in an organization*.

A list of project objectives is identified below.

### USP Objective(s):

*Describe the Priority Areas as detailed in the* ***USP’s Strategic Plan.***

### Client Objective(s)

*Describe the outcome of the project from the client’s view and objective*

### Sponsor’s Objective(s)

*Describe the outcome of the project from the sponsor’s view and objective*

### Project Objective(s)

*Briefly describe & summarise the outcome of the project from the project team’s view and objective*

## Project Outcomes

### Target Outcomes

*List down all the target outcome for the project*.

## Project Outputs

*List down all the target outputs for the project this is to create a consistent and coherent document that can be used to guide both project execution and project control. It is used to: Guide project execution. Document project planning assumptions.*

## Scope of Work – Tentative Dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref | Task Name | Duration (days) | Start | Finish |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

## Project Development Plan

### Project Development Strategy

|  |  |  |  |
| --- | --- | --- | --- |
| Project Phase | Tasks | Responsibility | Approval Authority |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Resources and Constraints

### Resources

*List down the resources that is required for the project such as cameras, inspections tool etc*.

### Constraints

*List down all the limitation or restrictions for the project*.

*

# Project Cost Baseline

*Describe all the allocated budget for these necessary works*

|  |  |  |
| --- | --- | --- |
|  | Trade | Price ($FJD)  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|   | **SUBTOTAL (VEP)** |  |
| **6.1** | **Contingency 10%** |  |
|   | **TOTAL (VEP)** |  |
|   | **VAT (9% of total VEP)** |  |
|   | **TOTAL (VIP)** |  |

# Project Management Plan

## Governance

### Client - *Name*

### Project Sponsor - *Name*

### Project coordinator and Supervision.

* Project Manager ***(name)***
* Client’s Representative Names

The Projects team is responsible for managing the day to day aspects of the project. The Project Manager will:

### Project Manager – *Names*

The Project Managers Responsibilities:

1. Monitor the budget and control the expenditure
2. To prepare the project plan and get it approved by the project sponsor
3. To control and appraise the progress of the works, to order suspension of works and to authorize, with the USP’s approval, extensions of the period for completion of the works;
4. To issue interim certificates for payments to the contractors on the basis of measured work items or to certify the completion of the works or parts thereof;
5. To identify construction problems and delays and recommend to the contractor actions to expedite progress if the Works fall behind schedule; in consultation with the client representative, to interpret and apply various legal provisions of the contract documents, in particular with respect to claims from the Contractor for time extensions or extra payments and in general with respect to the Contractor's conformance and compliance with his contractual obligations
6. To approve the contractors work program and the source of materials as per the contract.
7. To authorize with the USP approval, the contractors subletting parts of the work;
8. To explain and/or adjust ambiguities and/or discrepancies in the contract documents;
9. To approve the setting out of the works
10. To approve the contractors key superintendence personnel, construction programs, land to be occupied by the contractor, materials and sources of materials;
11. To order special tests of materials or completed works and/or removal and substitution of improper materials and/or as required;
12. To issue variation orders, evaluate variations, or order day-work all after obtaining prior approval of the employer, and /or to make recommendation to the employer regarding alternatives.
13. To advise the University on all matters relating to claims from the Contractor and to make recommendations thereon, including the possible recourse to arbitration;

### Clerk of Works/ Trainee Project Manager – *Name*

1. Manage the project activities through the project plans and schedules and through formal specifications
2. To monitor and check the day-to-day quality control and quantity measurements of the works carried out under the Contract and countersign the payment certificates when the quality of the works is satisfactory and the quantities are correct.
3. Record the number of workers, hours spent on site per day and all the other resources are available at all times
4. Weekly report to be presented to the Project Manager on the progress of the works in line with the construction work plan.
5. To ensure that the construction work is accomplished in accordance with the technical specifications and other Contract Documents;
6. To check all quantity measurements and calculations required for payment purposes and ensure that all measurements and calculations are carried out in a manner and at the frequencies specified in the contract documents;
7. To write a day by day project diary which shall record all events pertaining to the administration of the Contract, requests from and orders given to the Contractor, and any other information which may at a later date be of assistance in resolving queries which may arise concerning execution of the works

### Client Representative – *Name*

1. To attend all meeting pertaining to the project
2. To relay any and all of the Clients requirements to the Project Manager
3. Provide a consolidated update to the Client

### Project Team

The project team include the following members:

List

* Project Manager – *Name, Email address and mobile contact*
* Client Representative – *Name, Email address and mobile contact*
* ITS – *Name, Email address and mobile contact*
* Manager Projects – *Name, Email address and mobile contact*
* Project Steering Committee

### Project Control Group

* Deputy Vice Chancellor RE E&I – Dr Giulio Paunga: giulio.paunga@usp.ac.fj
* Director, ITS – Mr Kisione Finau: kisione.finau@usp.ac.fj
* Director, E&I – Mr Mervyn Lepper: mervyn.lepper@usp.ac.fj
* Project Manager - Apisai Tuiloma: apisai.tuiloma@usp.ac.fj Mob: +679 9984664
* *List may expand depending on the type and nature of the project.*

## Reporting Requirements

|  |  |  |
| --- | --- | --- |
| Reported by | To whom | Reporting requirements |
| Clerk of Works/ PM | Project Manager | Weekly |
| Project Client | Project Sponsor  | Fortnightly |
| Project Sponsor  | SMT / VC | As required |

### Reports to the Steering Committee – Project Control Group (PCG)

The Project Manager reports to the Steering Committee will include the following:

1. Project Progress Summary
2. Milestones for the last reporting period;
3. Milestones for the next reporting period;
4. Milestones for the remaining period of the project.
5. Issues report (including areas of concern, specific problems, and any action that needs to be taken by the Steering Committee); and
6. Any major risks identified.

# Risk Management Plan

### Risk Identification

Risk Identification commenced with the development of this project plan and will continue throughout the project’s life cycle.

Project Control Group members lead by the Project manager are involved in the identification process at this early stage. Please refer risk profile below for risk severity indicators

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Description** | **Potential Consequences of the risk.** | **Risk Owner**  | **Current internal Controls (provide details of how you currently manage the risk)** | **Assessment of Risk** | **Overall indicator** |
| **Likelihood** 1,2,3,4,5 | **Impact** 1,2,3,4,5 | **Score** |
| Tender evaluation stage – Contract legal vetting, negotiation etc.  |
| **Construction** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impact**  | **Extreme (5)** | High (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
|
| **Major (4)** | Medium (4) | Medium (8) | Medium (12) | High (16) | Extreme (20) |
|
| **Moderate(3)** | Low (3) | Low (6) | Medium (9) | Medium (12) | High (15) |
|
| **Minor (2)** | Low (2) | Low( 4) | Low (6) | Medium (8) | Medium (10) |
|
| **Insignificant (1)** | Low (1) | Low (2) | Low (3) | Low (4) | Low (5) |
|
|  | **Rare (1)** | **Unlikely(2)** | **Possible (3)** | **Likely(4)** | **Almost Certain (5)** |
| Less than 10% chance of occurrence | 10-39% chance of occurrence | 40-69% chance of occurrence | 70-79% chance of occurrence | 80% or above chance of occurrence |
| Less than 10% chance of occurrence | 10-39% chance of occurrence | 40-69% chance of occurrence | 70-79% chance of occurrence | 80% or above chance of occurrence |
| **Likelihood Scale** |

Impact Rating from 1-5 is assigned based on following any one of the following conditions being met:

1. No lost time injury (minor cut/abrasion/first aid kit on site) – Cost impact less than 1% of project sum, and no delays
2. Lost time injury less than 5 days – Cost impact less than 5% of project sum, delay less than 5 days.
3. Lost time injury less than 1 month – Cost impact less than 10 % of project sum, delay less than 1 month
4. Lost time injury greater than 1 month or Permanent disability – Cost impact less than 15 % of project sum, delay greater than 1 month but less than contract length
5. Death – Cost impact greater than 15% of project sum, delay greater than duration of contract

#  Quality Management Plan

## Records

### Record Keeping

* Weekly project progress update will be recorded in the project management folder (USP – shared drive) under the project name.
* Hard copy of the project file is kept in the project management office.
* Final certification and construction drawings will be stored on the asset database.

# Project Review and Audit

The Project Manager and project team members will undertake a review of project progress against the Project Plan as required, as a minimum monthly desktop review by the Project Manager are to be undertaken and noted.

## Project Status Reporting

All project team members will be responsible for monitoring and controlling adherence to the Project Plan. Each key area will be required to provide weekly status reports stating:

* **Work completed in the week**
* **Work planned for the following week**
* **Identification of any issues which may affect the project budget or schedule**
* **Status on sub project deliverables/activities**

A Project Status meeting will be held monthly to discuss any issues relating to individual parts of the project.

## Post Project Review

The Project Team and relevant stakeholders will undertake a post project review. The review will assess outcomes related to project successes, failures and areas for improvement. A Post Implementation Report will be produced by all parties having input and the appropriate project completion checklists and assessment forms are to be completed.

# Project Closure

1. Project Manager to provide a Project Close out Report.
2. Sign-off on the close-out form from the Project Sponsor, Client, Project Manager, Clerk of Works and the Contractor.
3. Satisfactory completion of all defects during the defects liability period.

# Appendices

1. Risk Assurance Checklist
2. [Space Form](file:///X%3A%5CRecord%20Management%202020%5C7.0%20Design%20Management%5C1.0%20Projects%5CLAUCALA%20CAMPUS%5C1%29%20Administration%20Offices%5C047%20-%20ICT%20Building%20A%5C2020%5CICT%20Building%20Backup%20Generator%5CAPPROVALS%5CSpace%20Form_Propose%20%20ICT%20Data%20Centre%20Back%20Up%20Generator%20request_MK.pdf)
3. Project Sizing Matrix

**Appendix A: Risk Assurance Checklist**

|  |
| --- |
| Project Information |
| Project Name |  |
| Project Sponsor |  |
| Projects Manager |  |
| Client Representative/Clerk of Works |  |
| Total Cost of Project |  |
| Total Equipment Cost |  |
| Project Duration |  |
| Project Commencement Date |  |
| Project Completion Date |  |
| Principal Contractor |  |
| Sub- Contractors |  |
| Project Site GFA |  |
| Project Consultancy Services |
| Project Architect |  |
| Structural Engineers |  |
| Electrical Engineers |  |
| Mechanical Engineers |  |
| Hydraulics |  |
| Fire Services |  |
| I.T Services |  |
| Civil Engineer |  |
|  |  |
| Item | YES/NO | N/A | Comments |
| Contractors Insurance |  |  |  |
| 1.0 Public Liability |  |  |  |
| 2.0 Workers Compensation |  |  |  |
| 3.0 Contractors All Risk |  |  |  |
|  |  |  |  |
| Compliance Certificates |  |  |  |
| 1.0 OHS Compliance Certificate |  |  |  |
| 2.0 Engineers Certificate |  |  |  |
| 3.0 NFA Compliance Certificate |  |  |  |
| 4.0 Local Authorities Completion Certificate SCC |  |  |  |