Work Breakdown Structure

[Name of the Writer]

[Name of the institution]

[Date]

Project Scope Statement

**Project Name**

 Building Renovation Project

**Project Timeline**

 The project is starting from 03/1/2019 and will finish on 6/30/2019 if no delay comes.

**Budget for Project**

**List of Expected Project Cost**

|  |  |
| --- | --- |
| **Main Constituents of Renovation** | **Expected Budget** |
| 1. Hiring of Project team
 | $50,000 |
| 1. Assurance of structural stability
 | $5000 |
| 1. Demolishment
 | $8000 |
| 1. Major work of building
 | $9000 |
| 1. Flooring
 | $5000 |
| 1. Plumbing and Electric Services
 | $12,000 |
| 1. Passage for Elevators
 | $20,000 |
| 1. External Work
 | $4000 |
| 1. Interior Finish
 | $5000 |
| **Total** | $118,000 |

**Project Objective**

The purpose of this renovation project is to remodel and reshape the 2nd and 3rd floors of the existing building so that the capacity for the company’s newly established departments can be increased. The idea is to bring more efficiency in the workplace by modifying the physical space available to the company.

*General Objective*

The aim is to enhance the productivity of all the employees and build a comfortable and peaceful environment for the company’s staff to work.

*Specific Objective*

* Reorganize and repair the two floors of the building according to the potential capacity.
* To design the two departments in such a way that it facilitates the newly hired human resource.

**Project Deliverables**

The deliverables that will be received during every phase and at the end of the project. They are as follows:

1. Renovated 2nd floor with 40 new cabins
2. Renovated 3rd floor with partition of 5 rooms
3. 2 additional restrooms
4. 2 elevators
5. Extra space for new employees
6. Waiting area
7. Separate meeting room
8. I.T room
9. Redesigned windows on each floor
10. Doors for the floors
11. Small room for utility services control
12. Kitchen for each floor

**Project Milestones**

1. Approval of Government Authority for renovation
2. Acceptance of Planning Commission
3. Framing in given time
4. Partitioning
5. First Fix
6. Interior Finish
7. External work

**Technical Requirements**

1. Experience of Project Manager
2. Earth Work in both the floors
3. Fire Protection
4. Weather tight structure
5. Plumbing Specialties
6. Insulation expertise
7. Windows suitable location
8. Spacing of Cabins with electronic equipment
9. Proper allocation of wiring

**Limits and Exclusions**

Project scope document must keep in consideration which aspects are included in the project scope and which are out of project scope. Below are the functions mentioned which limits the project scope. They are:

**In Scope Inclusions of Project**

* Renovation of 2nd floor and the walls
* Renovation of 3rd floor and the walls
* Rebuild the roof
* Redesign the structure
* Wiring
* More space for cabins

**Project Exclusions**

* Not more than 40 cabins which makes other cabins congested
* Heating and ventilating
* Air conditioning system
* No material will be used which has a validity of only 5 years
* Electronic setup
* Use of Glass in windows

**Work Breakdown Structure (WBS)**

**References**

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Burtonshaw-Gunn, S. A. (2017). *Risk and financial management in construction*. Routledge.