

PROJECT in a box - Project : Office move

Status

Project	Stage (not used)
Office move	
<div><div></div></div> <div>On Track</div>	

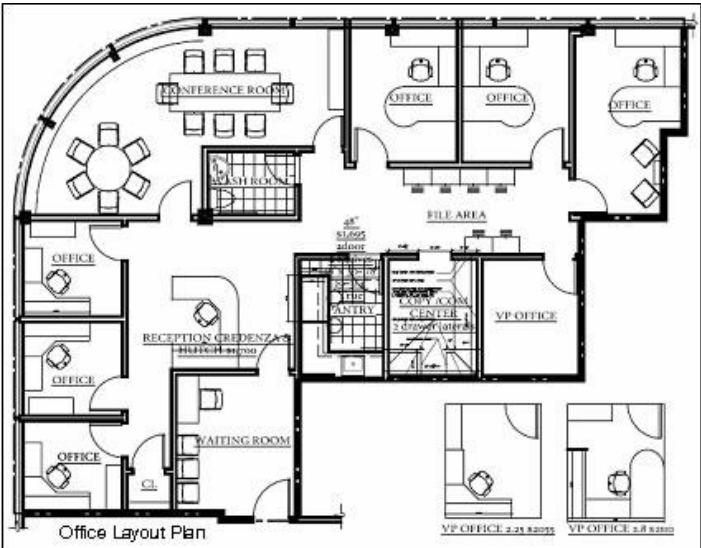
Summary Information

General	
Project Name	Office move
Report Date	11/10/2013
Updated Date	10/10/2013
Description	Moving to the new offices on High Street
Commentary	in planning at present needs some attention in X
Status	<div><div></div></div> <div>On Track</div>
projectcode	73456331
Project_Manager	Jacqui
Project_Sponsor	neil
Business_Area	Marketing
Customer	HR dept
Strategic_Alignment	excellent
Plan_Finish_Date	20/06/2014
Plan_Incomplete_Tasks	18
Plan_Issues	3
Plan_Issues_By_Type	P(1) RFC(2)
Plan_Open_Issues	3
Plan_Open_Risks	12
Plan_Risks	12
Plan_Risks_By_Category	Commercial(4) Legislation(2) Operational(3) Other(1) Technology(2)
Plan_Start_Date	17/08/2012
Plan_Tasks	37
Plan_Total_Cost	75,418.00

Project Roles

Executive	Malcolm K West
Project Manager	juliet
Team Manager	Dave
Team Member	Admin karl Katrien kris lorcan mdyer paulh PaulSupport Rick Rupert

proposed layout for floor 2



Finance Log Summary

Finanace Log

Document: 'Daily Log and Project Controls' File: 'Project Finances.xlsx' Version: '1.0.a' Date: '07/06/2012' [View File]...

Indicator	Budget	Projected Completion	Current
Health Rating	[okay, 1]	[good, 1]	[okay, 1]
Income	10,000.00	10,000.00	0.00
Costs	8,000.00	8,000.00	500.00
Contingency	2,000.00	0.00	0.00
Margin	0.00	2,000.00	-500.00
Percent Margin	0.0%	20.0%	0.0%
Cash Position			-500.00
Level Of Debtors			0.00

User-Specified Spreadsheet Tables

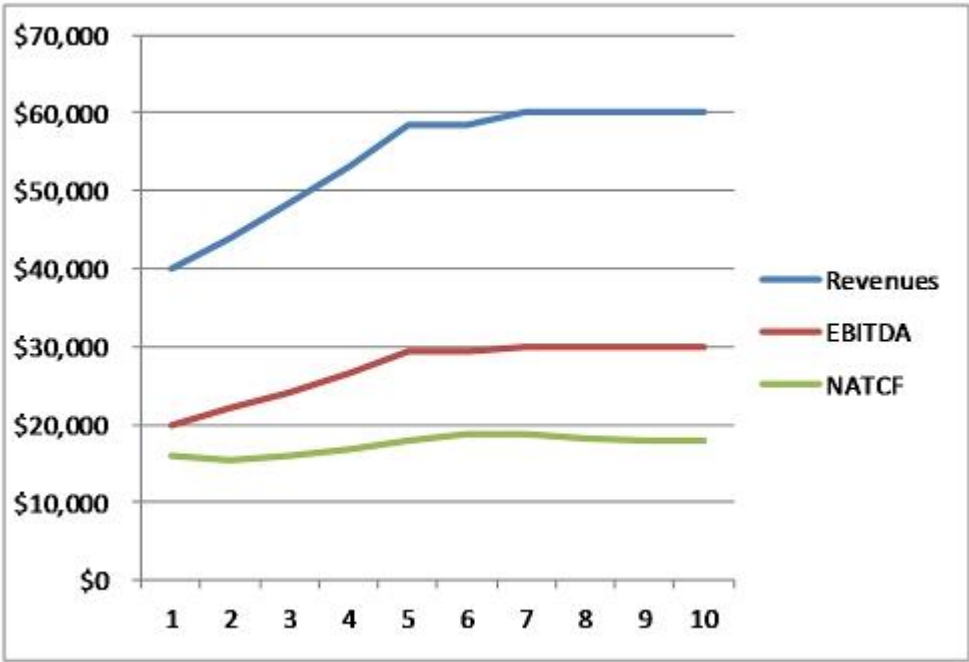
data

Document: 'Project Mandate' File: 'capbudg.xlsx' Version: '0.0.d' Date: '17/08/2012' [View File]...

OPERATING CASHFLOWS										
Lifetime Index	1	1	1	1	1	1	1	1	1	1
Revenues	\$40,000	\$44,000	\$48,400	\$53,240	\$58,564	\$58,564	\$60,000	\$60,000	\$60,000	\$60,000
-Var. Expenses	\$20,000	\$22,000	\$24,200	\$26,620	\$29,282	\$29,282	\$30,000	\$30,000	\$30,000	\$30,000
- Fixed Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EBITDA	\$20,000	\$22,000	\$24,200	\$26,620	\$29,282	\$29,282	\$30,000	\$30,000	\$30,000	\$30,000
- Depreciation	\$10,000	\$8,000	\$6,400	\$5,120	\$4,096	\$3,277	\$2,621	\$486	\$0	\$0
EBIT	\$10,000	\$14,000	\$17,800	\$21,500	\$25,186	\$26,005	\$27,379	\$29,514	\$30,000	\$30,000
-Tax	\$4,000	\$5,600	\$7,120	\$8,600	\$10,074	\$10,402	\$10,951	\$11,806	\$12,000	\$12,000
EBIT(1-t)	\$6,000	\$8,400	\$10,680	\$12,900	\$15,112	\$15,603	\$16,427	\$17,709	\$18,000	\$18,000
+ Depreciation	\$10,000	\$8,000	\$6,400	\$5,120	\$4,096	\$3,277	\$2,621	\$486	\$0	\$0
- ∂ Work. Cap	\$0	\$1,000	\$1,100	\$1,210	\$1,331	\$0	\$359	\$0	\$0	\$0
NATCF	- \$62,484	\$16,000	\$15,400	\$15,980	\$16,810	\$17,877	\$18,880	\$18,690	\$18,194	\$18,000
Discounted CF	- \$62,484	\$14,455	\$12,570	\$11,784	\$11,200	\$10,761	\$10,268	\$9,183	\$8,077	\$7,219
										\$15,580

image

Document: 'Project Mandate' File: 'capbudg.xlsx' Version: '0.0.d' Date: '17/08/2012'

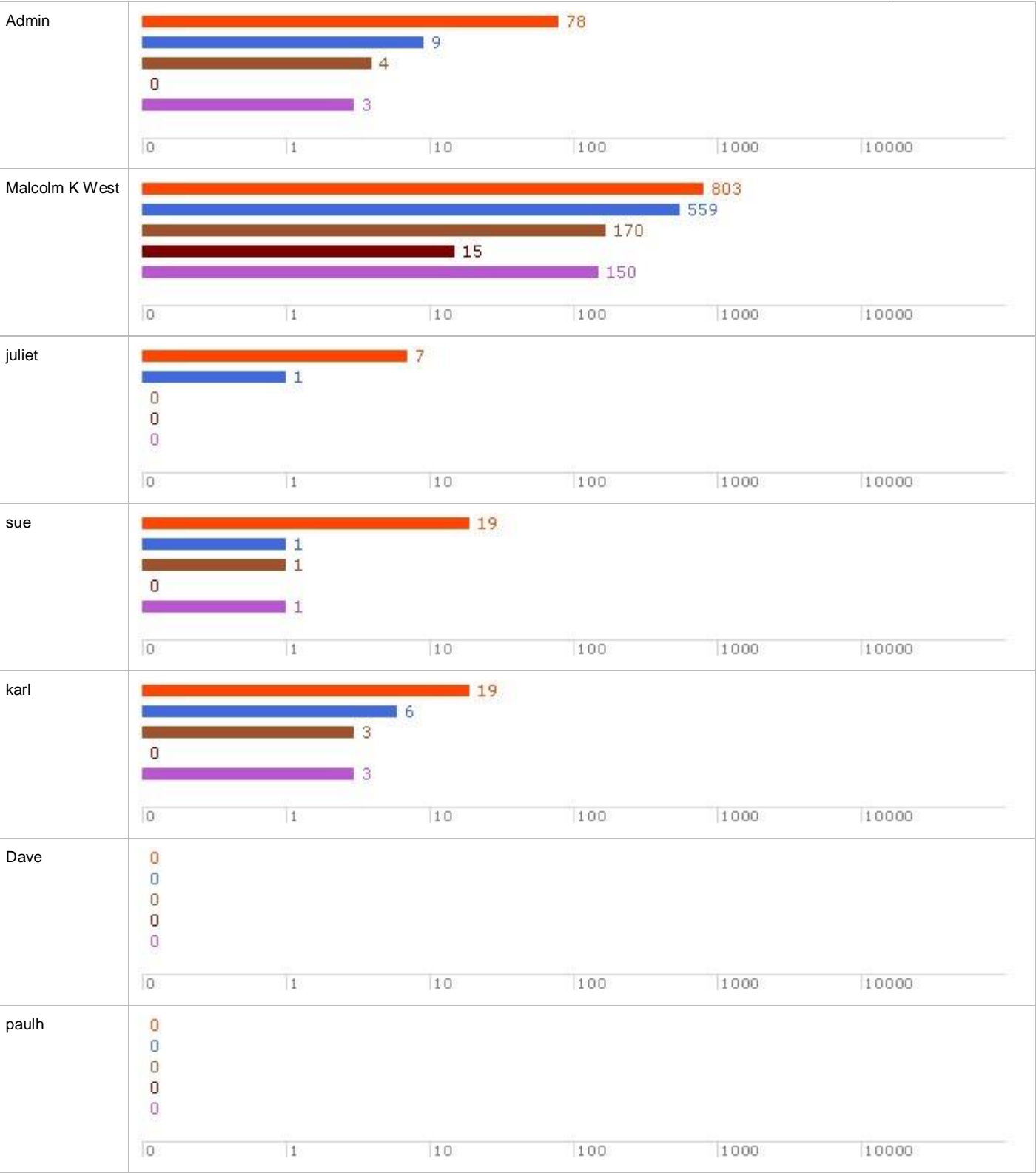


User Activity

Date Filter

None

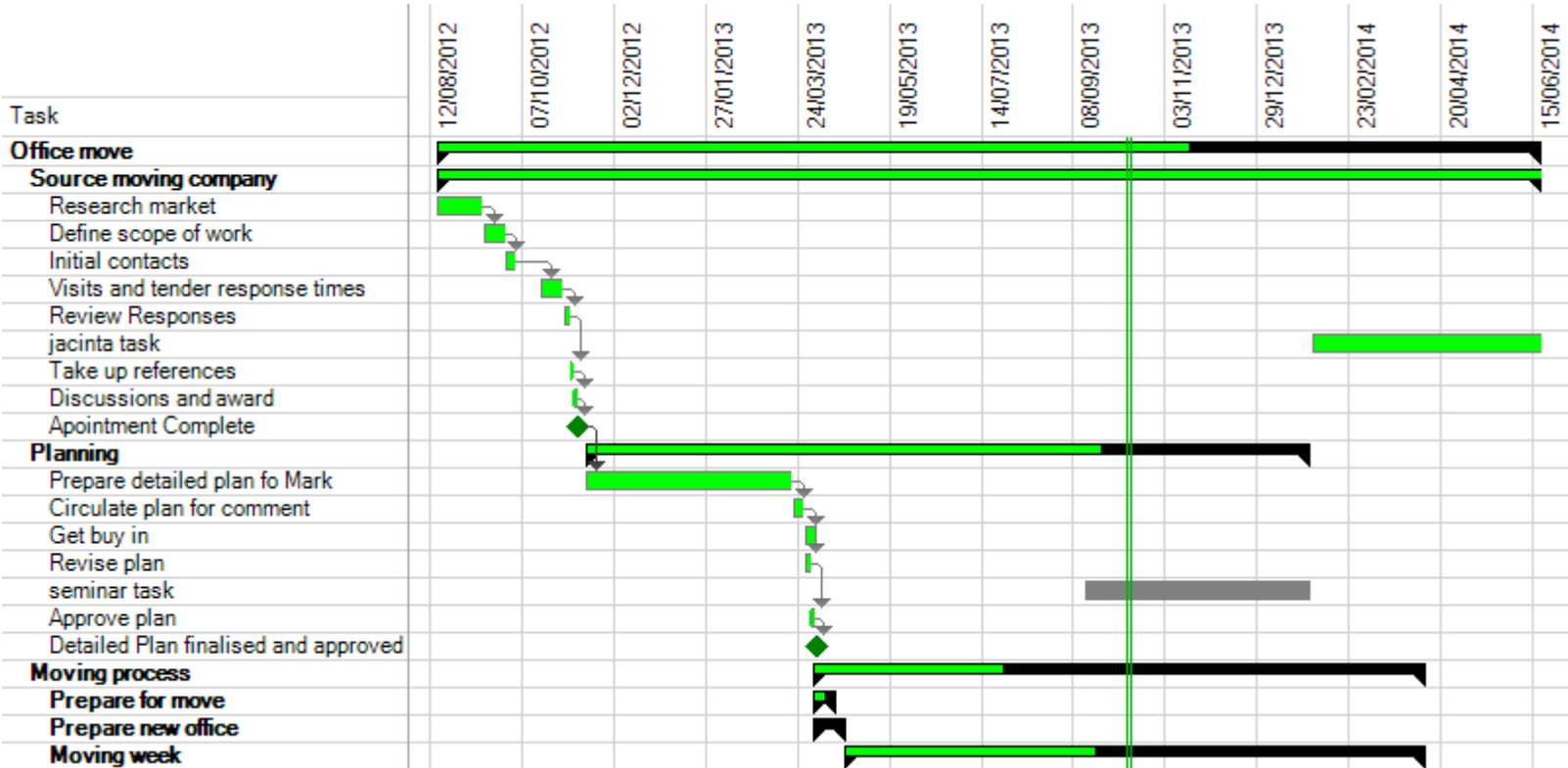
- SelectProject
- ViewFiles
- Check-out
- Checkout to email '{0}'
- Check-in



Project Gantt Chart

Tasks for 'Office move'

Creation Date: 11/10/2013

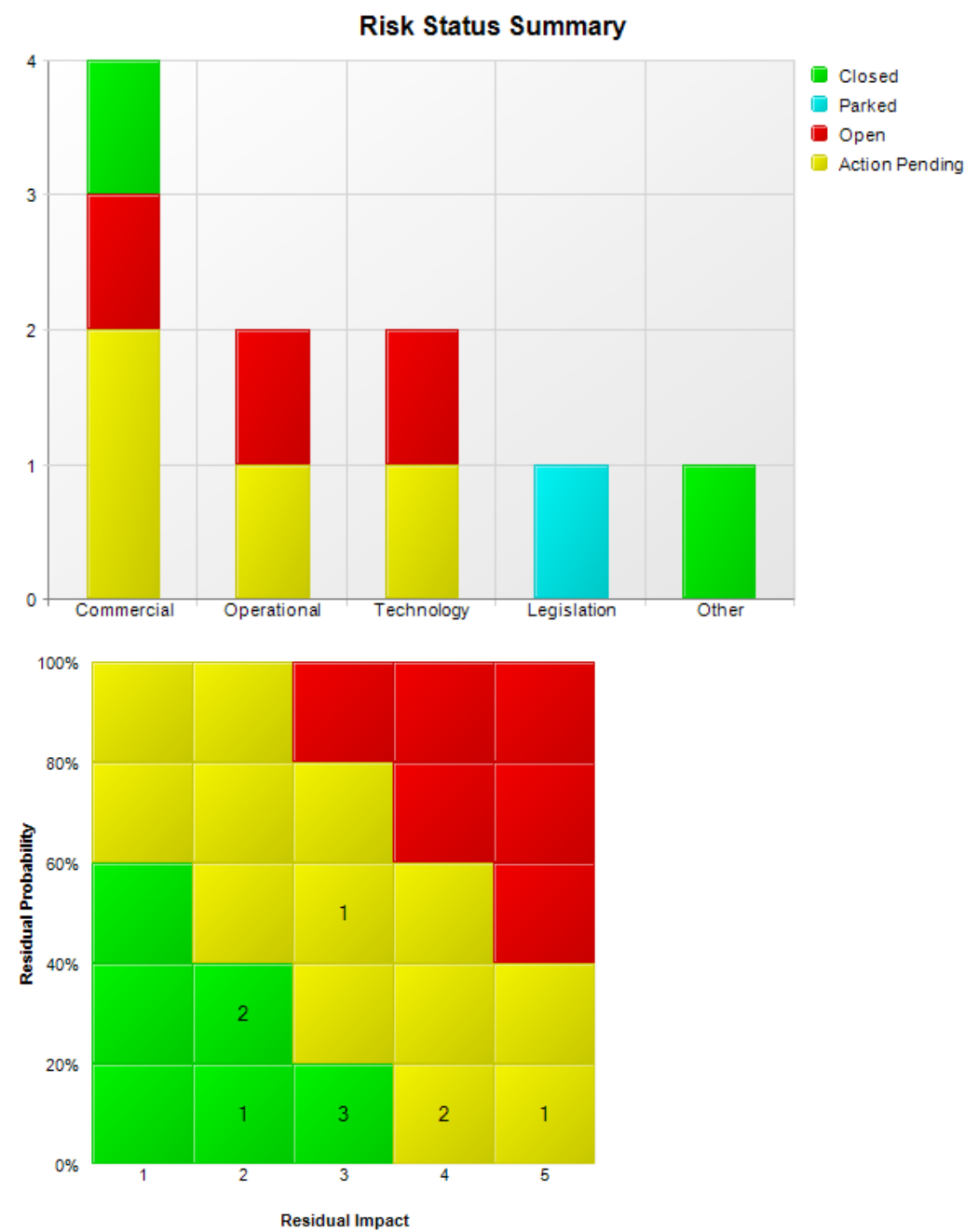


Task ID	Task Name	Description	Start	Finish	Duration	% Complete	Resources	Cumulative Total Cost	Cumulative Actual Cost	Cumulative Progress Cost
1	Office move		17/08/2012	20/06/2014	481d	68		75,418.00	1,300.00	43,478.00
2	Source moving company		17/08/2012	20/06/2014	481d	100		10,540.00	0.00	10,540.00
3	Research market	this is what we will do	17/08/2012	13/09/2012	160h	100	[Malcolm K West 100%] [sue 100%]	7,200.00	0.00	7,200.00
4	Define scope of work		14/09/2012	27/09/2012	80h	100	[Malcolm K West 100%] [sue 25%]	2,100.00	0.00	2,100.00
5	Initial contacts	Looking for five who will quote	28/09/2012	04/10/2012	40h	100	[Malcolm K West 10%]	80.00	0.00	80.00
6	Visits and tender response times		19/10/2012	01/11/2012	80h	100	[Malcolm K West 10%] [sue 10%]	360.00	0.00	360.00
7	Review Responses	bihbh	02/11/2012	05/11/2012	16h	100	[Malcolm K West 25%] [Tony 25%] [sue 25%]	240.00	0.00	240.00
8	jacinta task		31/01/2014	20/06/2014	100d	100		0.00	0.00	0.00
9	Take up references		06/11/2012	07/11/2012	16h	100	[Malcolm K West 100%]	320.00	0.00	320.00
10	Discussions and award		08/11/2012	08/11/2012	8h	100	[Malcolm K West 50%] [Tony 50%] [sue 50%]	240.00	0.00	240.00
11	Apointment Complete		08/11/2012	08/11/2012	0h	100		0.00	0.00	0.00
12	Planning		16/11/2012	31/01/2014	316d	71		29,808.00	1,300.00	13,808.00
13	Prepare detailed plan fo Mark	This is for demo with Phil be included here: http://Collingwood/piabws/File.aspx?projectid=15737&docid=13495&fileid=11683	16/11/2012	21/03/2013	720h	100	[Malcolm K West 50%] [sue 25%]	11,700.00	0.00	11,700.00
14	Circulate plan for comment	THIS IS WHAT WE ARE DOING	22/03/2013	28/03/2013	40h	100	[Malcolm K West 10%] [sue 10%]	180.00	0.00	180.00
15	Get buy in	ldghjldhjlhdhjdjh	29/03/2013	05/04/2013	48h	100	[Malcolm K West 20%] [sue 10%] [karl 100%]	1,532.00	1,300.00	1,532.00
16	Revise plan	Survey required	29/03/2013	01/04/2013	16h	100	[Malcolm K West 60%] [Tony 10%] [sue 25%]	316.00	0.00	316.00
17	seminar task		16/09/2013	31/01/2014	100d	0	[Malcolm K West 100%]	16,000.00	0.00	0.00
18	Approve plan		02/04/2013	02/04/2013	1d	100	[Malcolm K West 50%] [Moving Company 50%]	80.00	0.00	80.00
19	Detailed Plan finalised and approved		02/04/2013	02/04/2013	0d	0		0.00	0.00	0.00
20	Moving process		03/04/2013	11/04/2014	268d	31		35,070.00	0.00	19,130.00
21	Prepare for move		03/04/2013	17/04/2013	11d	50		500.00	0.00	400.00
24	Prepare new office		03/04/2013	23/04/2013	15d	0		1,350.00	0.00	0.00
28	Moving week	We may need to move moving week back until after holidays	22/04/2013	11/04/2014	255d	43		33,220.00	0.00	18,730.00

Project Risks

Risks for 'Office move'

Creation Date: 11/10/2013



Risk ID	Cause	Category	Status	Owner	Inherent Risk Rating	Inherent Expected Value	Residual Risk Rating >	Residual Expected Value
7	Over run on moving time, means further disruption to working and extensions from Moving Company	Commercial	Action Pending	Tony	4.2	5000	2.4	5000
1	unavailability of moving companies during our desired week	Operational	Open	Malcolm K West	2.25	5000	2.25	5000
9	lkewjglsJGP	Technology	Open	Malcolm K West	3.3	10000	2.1	10000
6	Damage to buildings during the moving of bulky items resulting in repair costs	Commercial	Action Pending	sue	1.5	5000	1.5	5000
10	this is new	Technology	Action Pending	sue	2.75	1000	1.35	1000
8	some new risk identified	Operational	Action Pending	sue	5.85	2000	1.2	1000
4	Data loss issues with materials being moved by 3rd party	Legislation	Parked	Tony	3.15	0	0.9	0
5	Possible damage to IT equipment leading to in ability to work after the move	Commercial	Open	sue	4.2	0	0.75	0
3	Falls and trips during moving process	Other	Closed	Malcolm K West	2	500	0.4	200
2	Important sales activities coinciding with planned move dates	Commercial	Closed	Malcolm K West	4.2	0	0.3	0

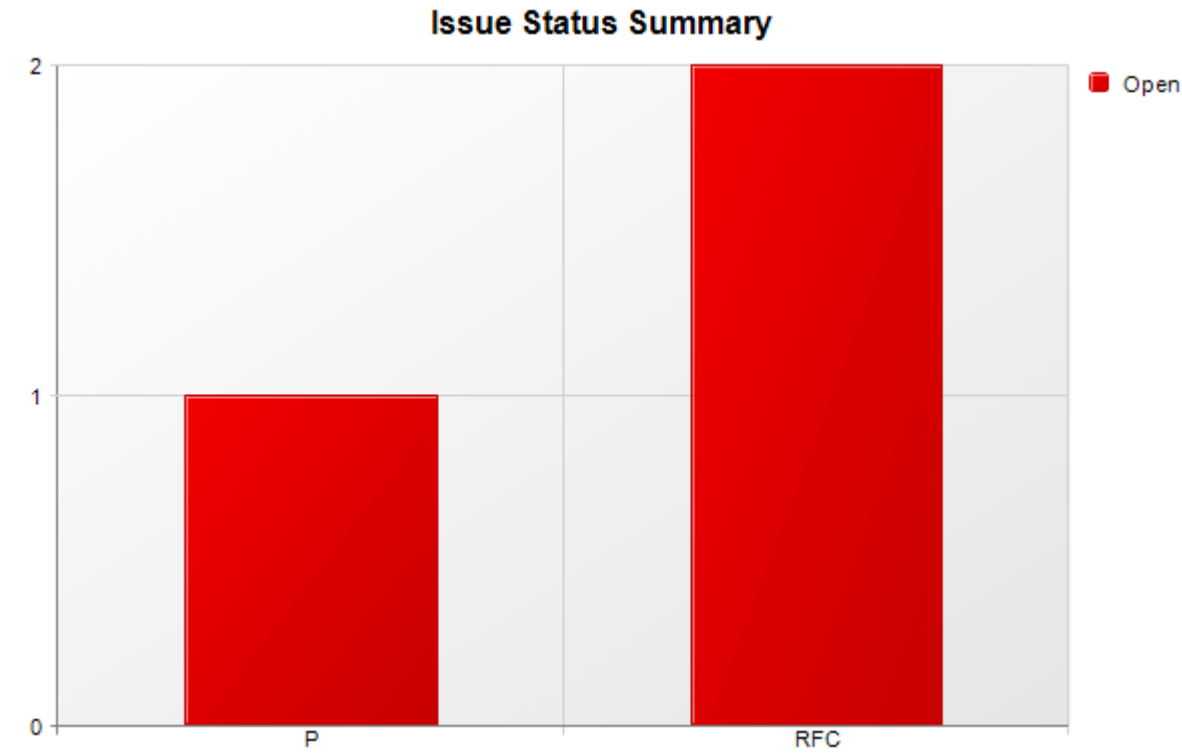
Responses

Response ID	Category	Comment	Owner	Actionee	Status	Date Allocated	Date Due	Risk ID	Closed	Description
1	Mitigation		Malcolm K West	Tony	Open	15/02/2013	-	10	False	this will be done
1	Avoidance		Tony	Malcolm K West	Open	22/06/2011	-	8	False	some action
2	Mitigation		Malcolm K West		Open	22/06/2011	-	8	False	something else
1	Avoidance		Tony	sue	Open	16/06/2011	-	4	False	Ensure data moves are controlled and centralised
2	Avoidance		sue	sue	Open	16/06/2011	-	4	False	Check if moving company have advise or experience on this
1	Mitigation		Malcolm K West	sue	Closed	16/06/2011	-	3	False	Provide some basic training and do's dont's
1	Avoidance		Malcolm K West	Malcolm K West	Closed	17/06/2011	-	2	False	Auto place in all Calendars 3 months in advance

Project Issues

Issues for 'Office move'

Creation Date: 11/10/2013



ID	Type	Status	Desc	Owner	Comment	Priority	Severity >	Date of Last Update
1	P	Open	this is for reports	Malcolm K West		Urgent	10	-
2	RFC	Open	Complexity of IT kit move.....can it be duplicated	sue		High	7	-
3	RFC	Open	Could reception and meeting rooms be moved first? lower risk, best to do them first	sue		Medium	2	-

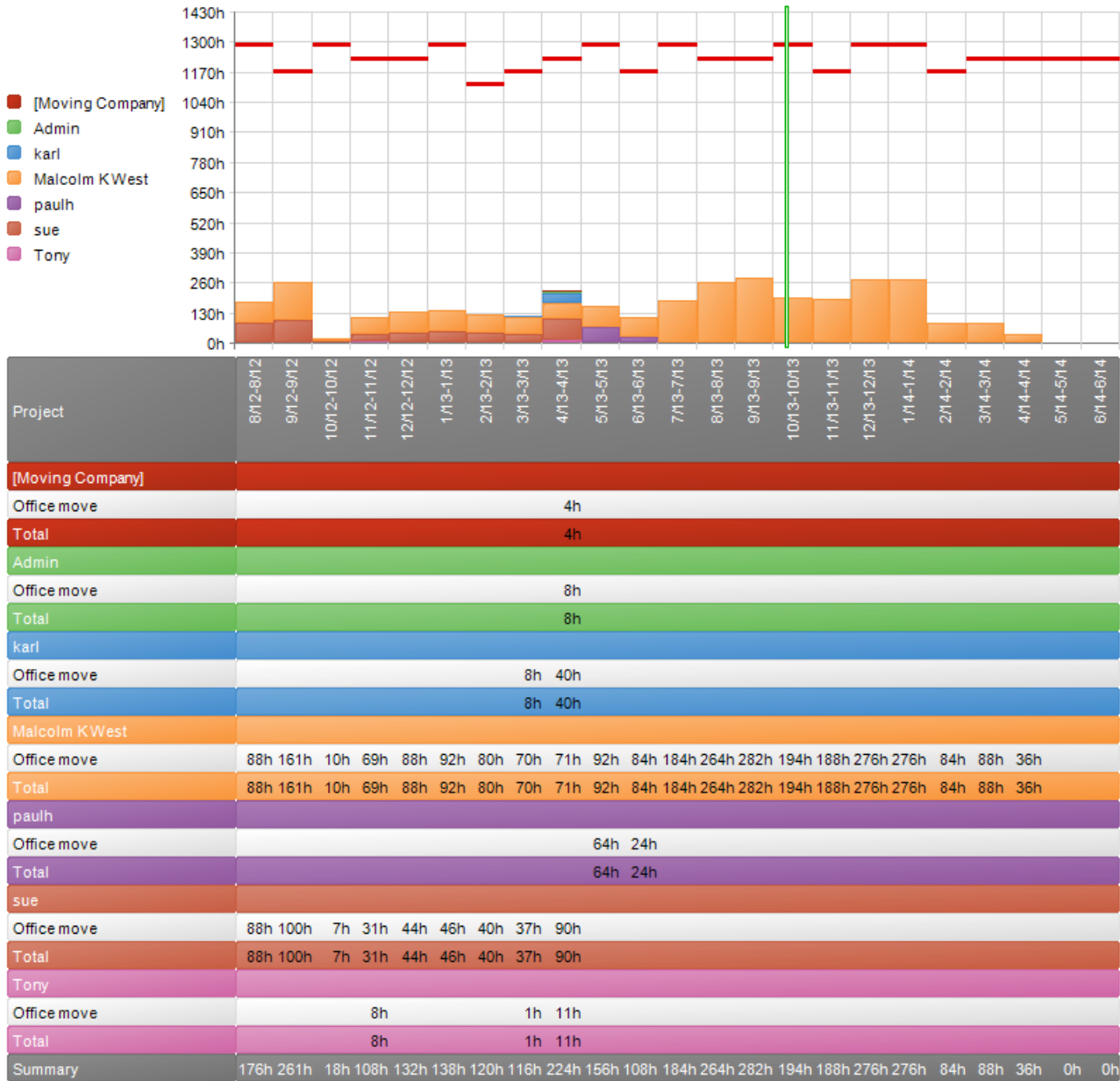
Responses

Response ID	Category	Comment	Owner	Actionee	Status	Date Allocated	Date Due	Parent ID	Description
1	Avoidance		Malcolm K West	Malcolm K West	Open	16/06/2011	-	1	May need to consider moving to later in September?

Project Resource Chart

Resources for 'Office move'

Creation Date: 11/10/2013



Documents

Document Location	Document Name	Flags	File Name	Status	Latest Version	Baseline	Approved
Project	About Favourites					
			Favourites-README.pdf		V1 0.0.a		
Project	Acceptance Record					
			Approval to proceed with work package 45.msg		V1 0.0.a <none>		
			PBP.xlsx		V1 0.0.a <none>		
Project	Daily Log and Project Controls	, Live, , , ,					
			Daily Log.docx		V9 0.0.i		
			finances.jpg		V3 0.0.c this is great		Y
			Project Finances.xlsx		V5 1.0.a		Y
			Project Plan.docx		V11 2.0.d		Y
			Project Schedule Risks and Issues.spn		V46 0.0.at		
			test.mpp		V3 0.0.c		
Project	End Project Report					
			End Project Report.docx		V1 0.0.a		
Project	Exception Plan					
			capbudg.xlsx		V1 0.0.a <none>		
Project	Executive Role and Appointment	Optional, , , , ,					
			D&A.xlsx		V2 0.0.b		
			Executive Role.docx		V6 1.0.c		Y
			test.xlsx		V1 0.0.a <none>		
Project	Health and Safety					
			meeting notes.docx	Approval in Progress	V4 0.0.d		
			PBP.xlsx		V1 0.0.a <none>		
			reference site.url		V1 0.0.a jfrjsfg		
			SCC_ Please		V1		

			Approve Daily Log.docx 0.0.a.msg		0.0.a <none>		
Project	Highlight Report					
			notes on meeting 1-8-12.docx		V1 0.0.a <none>		
Project	My Images					
			floor 1.jpg		V1 0.0.a proposed layout for floor 1		
			floor2.jpg		V1 0.0.a proposed layout for floor 2		
Project	Project Board Advice					
			approval to proceed.msg		V1 0.0.a <none>		
			capbudg.xlsx		V1 0.0.a <none>		
			EMAIL 1.msg		V1 0.0.a <none>		
			email 2.msg		V1 0.0.a <none>		
			notes on meeting 1-8-12.docx		V1 0.0.a lkjsg;SG;Sg d		
Project	Project Initiation Documentat ion					
			notes on meeting 1-8-12.docx		V1 0.0.a <none>		
			Project Initiation Documentation.d ocx		V4 2.0.a gibhi		
Project	Project Managemen t Team Role and Appointmen ts					
			Project Manager Role.docx		V3 0.0.c Your description here		
Project	Project Mandate					
			brendan notes.docx		V1 0.0.a <none>		
			capbudg.xlsx		V4 0.0.d		Y
			Divisional Finances.xlsx	Checked-out to Malcolm K West	V1 0.0.a <none>		

			email from malc.msg		V1 0.0.a <none>		
			helen report.pdf	Approval in Progress	V1 0.0.a eghlkgL		
			knowledge base.url		V1 0.0.a <none>		
			Notes from liz.xlsx		V1 0.0.a <none>		
			notes on meeting with alex.docx		V2 1.0.a		Y
			paul note from Jan.docx		V2 0.0.b		
			PBP.xlsx		V1 0.0.a <none>		
			Project Mandate.docx	Checked-out to Malcolm K West	V52 6.1.b		
			Project Status Reporting.xlsm		V3 0.0.c		
			Shaun meeting notes.docx		V1 0.0.a <none>		
			spreadsheetplan. xls		V1 0.0.a <none>		
Project	Work Package					
			hardware.url		V1 0.0.a dfjsfgks		
			PE testing - Copy.docx		V1 0.0.a <none>		
			Work Package.docx		V6 2.0.a approved version for use		Y
			work package2.docx		V2 0.0.b Your description here		
			wp3.docx		V3 1.0.a this is fine to issue and progress with		Y
			wp4.docx		V1 0.0.a <none>		
			wp7.docx		V3 0.0.c		
			wp8.docx	Checked-out to Malcolm K West	V2 0.0.b		