



Mongoose 2150 Touring Bike

Project Closure and Client Acceptance

Closure Summary

Per the agreement entered into on June 19, 2013, between Performance Bicycle, LLC and John Roberts Industries, Performance Bicycle, LLC completed the design and build of a customized Mongoose 2150 Touring Bicycle per the specifications submitted by John Roberts Industries.

Customizations:

1. Smart Phone Speaker Dock
2. Training Wheels (added per CR002)

Additional Requirements:

Build to be completed no later than 13 July 2013

Project Closure Details:

As per the agreement, all build activities were completed on 12 July 2013 at which time Jacob Daniel, as representative of John Roberts Industries, successfully completed a thorough test ride of the bicycle. Testing included cycling through all gear selections and testing of both brake sets individually and simultaneously.

At this time, Performance Bicycle, request submission of payment in the amount of \$10,282 (includes additional \$175 cost of training wheels). Customer is also requested to provided sign-off of delivery acceptance on the following page.

Documents summarizing the project requirements, schedule, budget and changes have been included in the following pages for clients records and review.

Procurement Acceptance Document

Project ID: 006668 Project Name: Mongoose Bicycle Build Acceptance Date: 07/12/2013

Project Owner: Patsy Chance Customer/Owner Department: John Roberts Industries

Project Manager: John Standley Project Management Office Rep: Chuck Holeman

Project Acceptance or Information:

Acceptance or Reject Delivery of project: Accept: X Reject: (*)

* If rejected please explain reason:

Further Comments:

Project Detail Information:

Planned Start Date: 07/09/2013 Actual Start Date: 07/09/2013Planned Finish Date: 07/12/2013 Actual Finish Date: 07/12/2013

Actual Budget (\$): \$10,107.00 Final Costs (\$): \$10,282.00 Over or Under Budget: (\$175.00)

Signatures/Approvals Section:

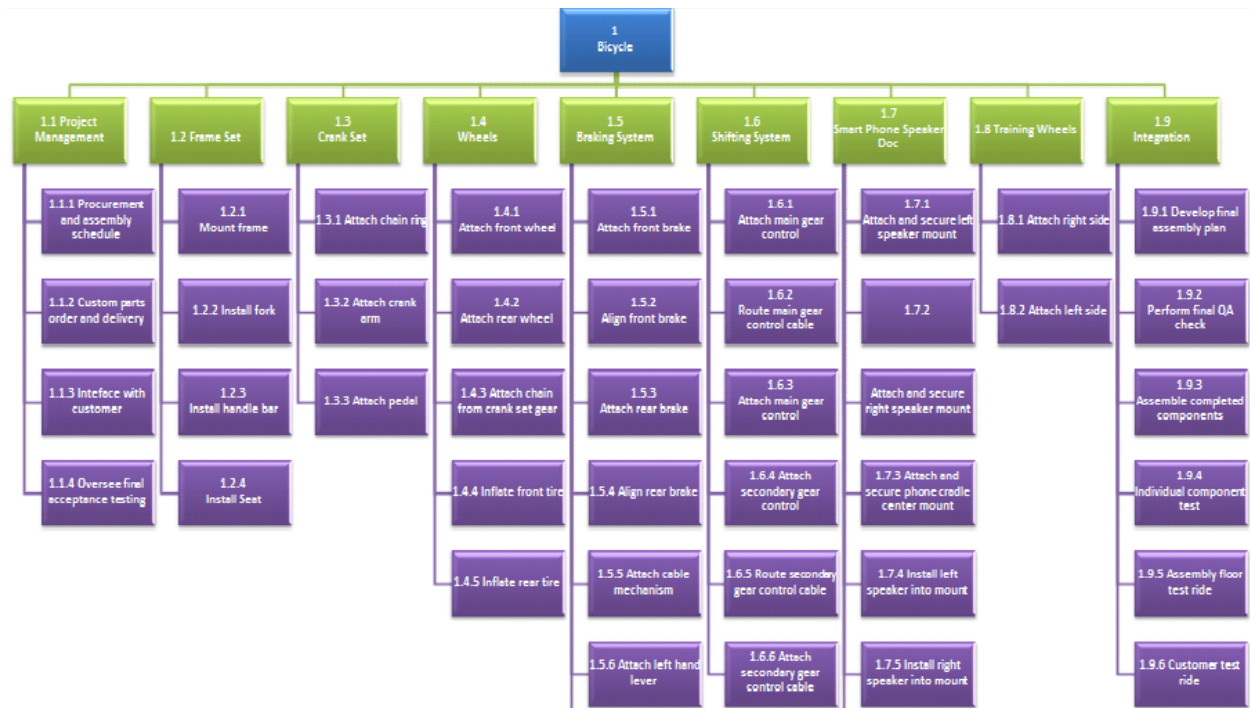
Project Manager Approvals: John Standley
Print Name

Signature _____

Project Client/Owner Approvals: _____
Print Name

John Roberts
Signature

Initial Work Breakdown Structure



Budget Summary

Initial Budget

WBS Element	Labor	Travel	Materials	Subcontracts	Other Direct Charges	Total
1.1/Frame Set	\$220.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$1,820.00
1.2/Crank Set	\$141.00	\$0.00	\$115.00	\$0.00	\$75.00	\$331.00
1.3/Wheels	\$141.00	\$0.00	\$830.00	\$0.00	\$125.00	\$1,096.00
1.4/Braking System	\$224.00	\$0.00	\$560.00	\$0.00	\$45.00	\$829.00
1.5/Shifting System	\$216.00	\$0.00	\$810.00	\$0.00	\$0.00	\$1,026.00
1.6/Integration	\$338.00	\$0.00	\$0.00	\$0.00	\$0.00	\$338.00
1.7/Smart Phone Dock	\$187.00	\$0.00	\$3,800.00	\$0.00	\$145.00	\$4,132.00
1.8/Program Management	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00
Totals	\$1,917.00	\$0.00	\$7,715.00	\$0.00	\$390.00	

Project Estimated Cost = \$10,022.00 USD

Final Budget (Includes client billable change request)

WBS Element	Labor	Travel	Materials	Subcontracts	Other Direct Charges	Total
1.1/Frame Set	\$220.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$1,820.00
1.2/Crank Set	\$141.00	\$0.00	\$115.00	\$0.00	\$75.00	\$331.00
1.3/Wheels	\$236.00	\$0.00	\$890.00	\$0.00	\$145.00	\$1,271.00
1.4/Braking System	\$224.00	\$0.00	\$560.00	\$0.00	\$45.00	\$829.00
1.5/Shifting System	\$216.00	\$0.00	\$810.00	\$0.00	\$0.00	\$1,026.00
1.6/Integration	\$338.00	\$0.00	\$0.00	\$0.00	\$0.00	\$338.00
1.7/Smart Phone Dock	\$187.00	\$0.00	\$3,800.00	\$0.00	\$145.00	\$4,132.00
1.8/Program Management	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00
Totals	\$2,012.00	\$0.00	\$7,775.00	\$0.00	\$410.00	

Current Estimated Project Cost = \$10,197.00 USD

Revision Date: 06/29/2013

Explanation of Increased Project Cost:

Original Estimated Project Cost = \$9,632.00 USD

RFC 001	Expedited Shipping	\$390.00 USD	(not billed to client)
RFC 002	Training Wheels	\$175.00 USD	

Current Estimated Project Cost = \$10,197.00 USD

**Revision Date:
06/29/2013**

Request For Change Form

Name of Project: Mongoose 2150 Touring Bike

Project Manager: Jon Standley

Change Request: Compressed Schedule

Change Request Date: June 27, 2013

Change Requested by Name: Christopher Abbott

Current Project Phase: Planning

Description of Change:

In order to expedite completion of the bicycle project the shipping times have been changed to overnight shipping. This will allow the project to begin significantly sooner.

Scope Impact: No impact

Cost impact:

Overnight Shipping Charges = \$780
Original Shipping Charges = \$390
Total Cost Increase = \$390

Quality Impact: No Impact

Possible Risks: Overnight Delivery not received as expected.

Impact: Delay in project start

Reviewed By: Jon Standley

Position: PM

Date: June 27, 2013

Recommended Action: **Approve**/~~Reject~~

Signature *Jon Standley*

Request For Change Form

Name of Project: Mongoose 2150 Touring Bike

Project Manager: Jon Standley

Change Request: Add training wheels

Change Request Date: June 29, 2013

Change Requested by Name: Client

Current Project Phase: Planning

Description of Change:
Request has been submitted by the client to add training wheels to the bicycle.

Scope Impact:
The addition of training wheels is a scope change that will require hour additional resource hour for installation and therefore extend the project duration by one hour.

Cost impact:
Material = \$60
Shipping Charges = \$20
Labor (1hr labor / .5 hrs supervisor) = \$95
Total Cost Increase = \$

Quality Impact: No Impact

Possible Risks: Overnight Delivery not received as expected.

Impact: Delay in project start

Reviewed By: Jon Standley

Position: PM

Date: June 29, 2013

Recommended Action: **Approve**/~~Reject~~

Signature *Jon Standley*