

Project Management Plan
Backyard Privacy Fence
For Bill Carswell
March 1, 2010

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Scope Baseline

This project involves building a wooden, backyard privacy fence for the residence at 115 Tallow Wood Drive, Harvest, AL 35749. The homeowner/customer is Bill Carswell and the fence is being built for two reasons:

1. Create a privacy barrier from the neighbors
2. Prevent animals from coming into the yard and eating the garden plants

Critical Constraint

Mr. Carswell's travel schedule is a constraint. He leaves on April 1 for the Middle East and will be gone one month. If the fence is not finished by then we will not get paid until he returns and has a chance to inspect the fence.

Acceptance Criteria

The fence will be accepted and paid for after it is finished, undamaged, and there are no obvious workmanship issues such as broken boards, missing nails, etc... The fence gates must be working well and the yard and fence must be clean from work materials and tags. Mr. Carswell has specifically mentioned that he will make sure all lumber tags have been removed.

Deliverables

1. Ground Preparation (fence post-holes)
2. Fence structure
3. Drive-through gate
4. Walk-through gate
5. 1-year materials warranty

Requirements

Mr. Carswell has chosen a 6'-tall wooden privacy fence of standard construction.

1. The fence shall be a standard, 6'-tall wooden privacy fence common to the area
2. The fence posts shall have the carved, pear-shaped pointed tops
3. The fence shall have arched tops between the posts
4. There shall be two gates, one for vehicles and one for people only
5. The vehicle gate shall be to the left of the house, as viewed from the road
6. The people gate shall be to the right of the house
7. The fence structure shall be laterally reinforced with three cross beams between fence posts rather than two
8. The fence shall stop three feet from the neighboring property lines to enable access for staining, painting and lawn care
9. The fence shall come with a 1-year materials warranty

Exclusions

1. There will be no security system built into the fence
2. Installation team shall not hold homeowner responsible for safety during installation

WBS with Dictionary

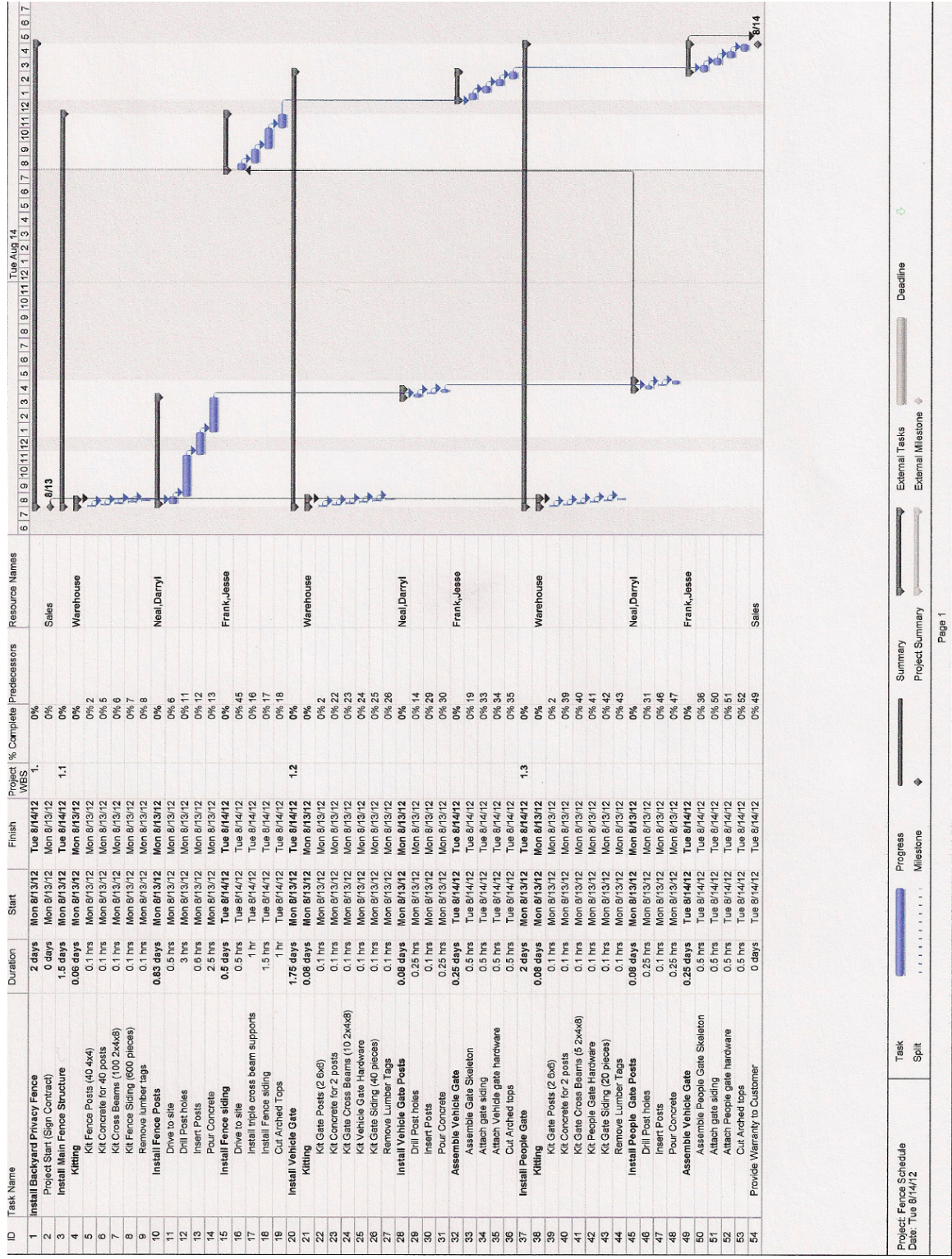
WBS

- 1. Backyard Privacy Fence
 - 1.1 Fence Structure
 - 1.1.1 Fence Posts (4x4)
 - 1.1.2 Triple Cross Beams
 - 1.1.3 Fence siding
 - 1.2 Vehicle Gate
 - 1.2.1 Vehicle Gate Posts (6x6)
 - 1.2.2 Vehicle Gate Hardware
 - 1.2.3 Vehicle Gate siding
 - 1.3 People Gate
 - 1.3.1 People Gate Posts (6x6)
 - 1.3.2 People Gate Hardware
 - 1.3.3 People Gate siding
 - 1.4 Warranty

WBS Dictionary

- 1. Backyard Privacy Fence
 - Privacy fence is approximately 260 linear feet total, including gates
 - Estimated install time is one day for posts and one day for siding and gates
 - Need post-hole digger for one day
 - Assign Neal and Darryl to install posts
 - Assign Frank and Jesse to install sidings and gates
 - Make sure to remove tags from all lumber (customer specifically put in contract)
 - 1.1 Fence Structure
 - Standard vehicle gate with ornate post tops
 - 1.1.1 Fence Posts
 - Use 4x4 posts with ornate tops
 - Need approximately 40 posts
 - 1.1.2 Triple cross beams
 - Customer specifically requested triple cross beams for strength
 - Need 800 Linear feet of cross beams
 - 1.1.3 Fence Siding
 - Standard 6" siding, need approximately 600 pieces
 - Make sure to cut arched tops
 - Remove all lumber tags
 - 1.2 Vehicle Gate
 - Standard Vehicle Gate
 - To the left of the house as seen from the road
 - 1.2.1 Vehicle Gate Posts
 - Need two 6x6 posts with ornate tops
 - 1.2.2 Vehicle Gate Hardware
 - Need standard vehicle gate hardware kit
 - 1.2.3 Vehicle Gate Siding
 - Arched tops
 - Siding material included in 1.1.3
 - Remove all lumber tags
 - 1.3 People Gate
 - Standard People Gate
 - To the right of the house as seen from the road
 - 1.3.1 People Gate Posts
 - Need two 6x6 posts with ornate tops
 - Make sure to cut arched tops
 - Remove all lumber tags
 - 1.3.2 People Gate Hardware
 - Need standard people gate hardware kit
 - 1.3.3 People Gate Siding
 - Arched tops
 - Siding material included in 1.1.3
 - Remove all lumber tags
 - 1.4 Warranty
 - Standard workmanship warranty

Schedule Baseline



Cost Baseline

Fence Cost Estimate

The cost and pricing summary:

WBS 1.1: Fence Structure	\$2,217.03
WBS 1.2: Vehicle Gate	\$205.85
WBS 1.3: People Gate	\$144.60
WBS 1.4: Warranty	\$50.00
Overhead	\$261.75
Subtotal	\$2,879.23
Profit	\$287.92
Total	\$3,167.15

All BOEs are on the following pages.

BOE for WBS 1.1

WBS Basis of Estimate	
WBS Title: Fence Structure	WBS# 1.1
Author/Organization: Billy Jack, Acme Fence Company	
Email Address: bjack@acmefence.com	Phone: 256-867-5309
WBS Description: Fence Structure	Date: March 1, 2010
Estimate Summary:	
Labor	\$147.63
Travel	\$44.40
Material	\$2025.00
Subcontracts	\$0.00
<u>ODC</u>	<u>\$0.00</u>
Total	\$2217.03
Task Description: 260 linear feet, ornate fence post tops, triple cross beams, 6' tall, arched tops	
Key Assumptions: Standard post-hole digger should work in cotton field subdivision. All travel to work site is covered in this BOE.	
Task Entry/Exit Criteria: Must be finished by April 1 when customer goes on travel for one month.	

[illegible]

BOE for WBS 1.2

WBS Basis of Estimate	
WBS Title: Vehicle Gate	WBS# 1.2
<u>Author/Organization:</u> Billy Jack, Acme Fence Company	
<u>Email Address:</u> bjack@acmefence.com	<u>Phone:</u> 256-867-5309
<u>WBS Description:</u> Vehicle Gate	<u>Date:</u> March 1, 2010
<u>Estimate Summary:</u>	
Labor	\$43.35
Travel	\$0.00
Material	\$162.50
Subcontracts	\$0.00
ODC	\$0.00
Total	\$205.85
<u>Task Description:</u> Standard vehicle gate, ornate fence post tops, arched tops	
<u>Key Assumptions:</u> Standard post-hole digger should work in cotton field subdivision.	
<u>Task Entry/Exit Criteria:</u> Must be finished by April 1 when customer goes on travel for one month.	

[illegible]

BOE for WBS 1.3

WBS Basis of Estimate													
WBS Title: People Gate	WBS# 1.3												
Author/Organization: Billy Jack, Acme Fence Company													
Email Address: bjack@acmefence.com	Phone: 256-867-5309												
WBS Description: People Gate	Date: March 1, 2010												
Estimate Summary: <table> <tr> <td>Labor</td> <td>\$43.35</td> </tr> <tr> <td>Travel</td> <td>\$0.00</td> </tr> <tr> <td>Material</td> <td>\$101.25</td> </tr> <tr> <td>Subcontracts</td> <td>\$0.00</td> </tr> <tr> <td>ODC</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$144.60</td> </tr> </table>		Labor	\$43.35	Travel	\$0.00	Material	\$101.25	Subcontracts	\$0.00	ODC	\$0.00	Total	\$144.60
Labor	\$43.35												
Travel	\$0.00												
Material	\$101.25												
Subcontracts	\$0.00												
ODC	\$0.00												
Total	\$144.60												
Task Description: Standard people gate, ornate fence post tops, arched tops													
Key Assumptions: Standard post-hole digger should work in cotton field subdivision.													
Task Entry/Exit Criteria: Must be finished by April 1 when customer goes on travel for one month.													

Labor	Detailed Task Description	Start If Applic.	Finish If Applic.	Labor Hours By Labor Category							Est. Total Hours
				Inv Mgt. \$7.25	Post Install \$15	Fencing Install \$15					
1	Warehouse kitting			0.6							\$4.35
2	Install Posts				0.6						\$9.00
	Install Vehicle Gate					2					\$30.00
											\$43.35
Travel	Purpose			Location	No. Trips	No. Travlers	Per Diem	Hotel	Airline/ Car	Rental Car	Est. \$\$\$
1											
2											
Materials	Item Description			Vendor	Qty	Unit Price	Total \$	Lead Time	Del Date		Est. \$\$\$
1	6x6 Fence Posts w/ ornate top			Wilson	2	\$10	\$20.00	In Stock	3/10/10		\$20.00
2	Cross Beams			Wilson	5	\$1.25	\$6.25	In Stock	3/10/10		\$6.25
3	Fence Siding			Wilson	20	\$2.50	\$50.00	In Stock	3/10/10		\$50.00
4	People Gate Hardware Kit			Wilson	1	\$15.00	\$15.00	In Stock	3/10/10		\$15.00
5	Concrete			Wilson	2 bags	\$5.00	\$10.00	In Stock	3/10/10		\$10.00
											\$101.25
Totals										TOTAL	\$101.25

BOE for WBS 1.4

WBS Basis of Estimate	
WBS Title: Workmanship Warranty	WBS# 1.4
Author/Organization: Billy Jack, Acme Fence Company	
Email Address: bjack@acmefence.com	Phone: 256-867-5309
WBS Description: Workmanship Warranty	Date: March 1, 2010
Estimate Summary:	
Labor	\$0.00
Travel	\$0.00
Material	\$0.00
Subcontracts	\$0.00
ODC	\$50.00
Total	\$50.00
Task Description: Standard 1-year workmanship warranty, labor only, no materials	
Key Assumptions: None	
Task Entry/Exit Criteria: None	

[illegible]

Quality Management Plan

Quality Policy

Acme Fence Company is committed to customer satisfaction by providing durable, attractive fences at competitive prices. In order to do this we:

1. Provide estimates that include photographs of fences identical to or similar to what the customer is buying.
2. Always have two or more fencing material suppliers in order to keep prices down and secure only high quality materials.
3. Make sure installation teams match at least one senior worker with at least one entry-level worker to maintain high levels of expertise at reasonable cost.
4. Offer the customer an opportunity to conduct a pre-payment inspection with on-the-site corrections
5. Customers will always be offered the opportunity to fill out satisfaction questionnaires after a job is complete in order to support continuous improvement efforts.
6. Stand behind our work with a one-year workmanship warranty.

Quality Implementation

Responsibility for ensuring the quality policy is enforced is as follows:

1. The sales manager will maintain a library of photographs for use in estimates.
2. The materials supply manager will ensure multiple suppliers are always engaged.

3. The operations manager will schedule teams with appropriate experience mixtures.
4. The site installation manager will walk the customer around the fence after it is constructed and provide the customer with an opportunity to identify defects, which will be corrected on the spot before payment.
5. The sales manager will make sure the satisfaction questionnaires are offered to customers by the sales representatives and ensure that feedback is incorporated into the company processes as appropriate.
6. The sales manager will deliver a 1-year workmanship warranty with the feedback questionnaire.

Human Resource Plan

Activity Summary

Customer Interaction:

- Sign Contract
- Provide Warranty and collect payment

Equipment Kitting:

- Kit Fence Siding
- Kit Vehicle Gate hardware
- Kit People Gate Hardware
- Kit Fence Posts
- Kit Gate Posts
- Kit cross beams

Fence Post Installation

- Drill Post Holes
- Insert Posts
- Pour Concrete

Install Fence

- Install Cross Beams
- Install Fence Siding
- Attach Gate Siding
- Attach Gate Hardware
- Cut arched tops
- Remove Lumber tags

Four distinct roles to be filled:

- Customer sales and service: Should be experienced at sales and customer management
- Warehouse inventory handling
- Fence post installation: Team of two people needed for one day
- Fence siding installation and finishing: Team of two people needed for one day