

Bessie

OLM 580: Project Management

GRAD TEAM DIVAS



Renee Martin

- Project Manager 1
- Team Leader



Deidre Gray

- Project Manager 2
- Planning Leader



Bessie Mason

- Project Manager 3
- Budgeting Leader



Marlena Gordon

- Project Manager 4
- Scheduling Leader

Professor Nadim 05/03/2018



OASIS FAMILY SPA SALON



Team Charter

- Context
- Mission and Objectives
- Composition and Roles
- Authority and Empowerment
- Operations
- Negotiation and Agreement



Stakeholders

- Stakeholders' Interests
- What's Important to Them?
- Prioritize



Work Breakdown

- Initiate
- Plan
- Execute and Control
- Carry Out
- Finalize
- Diagram



Gantt Chart

- Task List
- Assignments
- Completion Percentage
- Start Dates
- End Dates



Justification

- **Business Needs**
 - Achieve goals and objectives
 - Execute mission
 - Fulfill vision
- **Purpose of Project**
 - Family experience
 - Parent/Child bonding



Renee

Team Charter



Context

Mission and Objectives

Composition and Roles

Authority and Empowerment

Operations

Negotiation and Agreement



Context

- Working parents spend several hours away from their children
- More time away
- Full Service for adults and children
- Customer satisfaction
- Family spa experience
- Revenue increase
- Private luxury, pampering and fun



Mission & Objectives

- Develop Plan
- OASIS Spa Clubhouse
- Meet Needs
- 18-week Project (April 2018 – August 2018)
- 13-week Construction & Renovation (May 2018 – July 2018)
- Decrease Advertisement Costs
- Increasing Revenue by 50%
- 20% Growth Quarterly
- Remain open



Composition and Roles

Executives, Team Members, Representatives

- Josephine – Project Sponsor
- Pamela Flagon – Project Officer of Construction
- Trina Harris – Vendor Representative
- Cassandra Connelly – Vendor



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Composition and Roles Cont'd

- Josephine – Project Sponsor
 - Funding requests
 - Approval of project goals and objectives
- Pamela Flagon – Project Officer of Construction
 - Risk management
 - Contractor's Performance monitoring
- Trina Harris – Vendor Representative
 - Recruiting appraisal professionals
- Cassandra Connelly – Vendor
 - Supply Goods and Services
 - Product and Service Negotiating



Authority & Empowerment

- Prepare and negotiate cost estimates
- Direct and control processes
- Negotiate and contract vendors
- Allocate and approve purchases
- Pause project
- Authorize after hours delivery
- Update Vendor Representative on pricing



Operations

- Team Meetings, dates & times
- Expectations
- Meeting Rules



Negotiation & Agreement

- Compliance to mission and Team Charter
- Update sponsor on changes and progress
- Readily available resources
- Quality of work and commitment assurance
- Required Signatures



Stakeholders Analysis

Bessie



Stakeholders' Interests
What's Important to Them?
Prioritize



Stakeholder Analysis

Stakeholders	Stakeholder's Interest	What's important to Stakeholders
Owners	Profits, customer satisfaction, increased market share, pioneers of a new product line, promoting health and wellness	Growth in revenue
Clients	Spa experience for the entire family.	Enjoying a family friendly spa-like experience. Achieving peace and wellness, family wellness, fun, and togetherness
Construction Company	Company responsible for pioneering an expansion project that includes children spa services	Successfully completing the expansion project within budget and timeline expectations
Finance Company/Bank	Financing the expansion project	Successful project completion and timely repayment of the loan
Vendors	Having products sold at OASIS	Increase exposure, profits and market share



Stakeholder Analysis Cont'd

Stakeholders	Stakeholder's Interest	What's important to Stakeholders
Product Suppliers	Providing resources, profits	Ensuring spa has tools, essentials, and equipment needed
Director	Successful day-to-day operations, fair employment practices, customer satisfaction, budget management, hiring qualified staff	Successful operation of establishment
Managers	Efficient operation, providing supreme services	Client growth and employee/manager relationship growth
Employees	Customer satisfaction, payment for expertise and qualifications	Flexible work hours, fair work practices
Spa Management Education Institutions	Internships, externships, student placement	Increased employment success rates



Stakeholder Analysis Cont'd

Stakeholders	Stakeholder's Interest	What's important to Stakeholders
Local Community	Improving health wellness for community, quality of life, hold company accountable for community involvement	Adding to property or community value
Insurance Companies	Profits, policies, Improving wellness. Insuring the expansion project and loan Improving overall wellness.	Successful completion of the product
Spa Consultants	Employment, relationships	Assisting spa owners and spa clients
Media Companies	Providing advertising services	Demographics and targeted populations, marketing
Sales and Marketing	Collaborative relationships with key players is the spa, child entertainment and pet grooming sectors	Increased growth and improved marketshare



Work Breakdown Structure

Deidra



Initiate

Plan

Execute and Control

Carry Out

Finalize

Diagram



Initiate Project

Work Package 1	Initiate Project	Time Frame
Activity 1	Develop Project Charter	1 week 5 days
1.1	Define Scope	
1.2	Define Requirements	
1.3	Identify Roles	
1.4	Develop Budget	
1.5	Identify Control Strategies	
1.6	Finalize Charter	
1.7	Consolidate and Publish Project Charter	
1.8	Hold Review Meeting	
1.9	Gain approvals	



Plan Project

Work Package 2	Plan Project	Time Frame
Activity 2	Develop Work Plan	2 weeks
2.1	Develop Work Breakdown Structure	
2.2	Develop Project Staffing Plan	
2.3	Develop Project Schedule	
2.4	Develop Project Budget	
Activity 2.1	Develop Project Control Plan	1 week
2.1.1	Develop Communication Plan	
2.1.2	Develop Quality Management Plan	



Execute & Control Project

Work Package 3	Execute and Control Project	Time Frame
Activity 3	Design Framework	5 weeks
3.1	Define Framework Stages and Activities	
3.2	Write the Framework Content	
3.3	Design Framework Content Formats	
Activity 3.1	Build the Framework	11 weeks 5 days
3.1.1	Construction Phase 1 - Blueprint and Design	
3.1.2	Order Signage	
3.1.3	Order and Install Restroom and Kitchenette Hardware and Equipment	
3.1.4	Contruction Phase 2 - Painting and Carpeting	
3.1.5	Review Framework Content for Quality	



Carryout Project

Work Package 4	Carry Out Project	Time Frame
Activity 4	Order, Install, and Placement of Equipment and Supplies	1 week 4 days 3 hours
4.1	Order and Install Furniture, Nail and Pedicure Technician Stations, Mirrors and Equipment (Junior, Emergency, Entertainment, etc.)	
4.2	Order, Install and Set up Play Structure and Supplies (Tables, Chairs, Bookcases, Sliding Board, Arts and Crafts, etc.)	
4.3	Order, Place and Stock Massage, Facial and Wellness Products Including Towels, Robes, Slippers, etc.	
4.4	Install Signage	



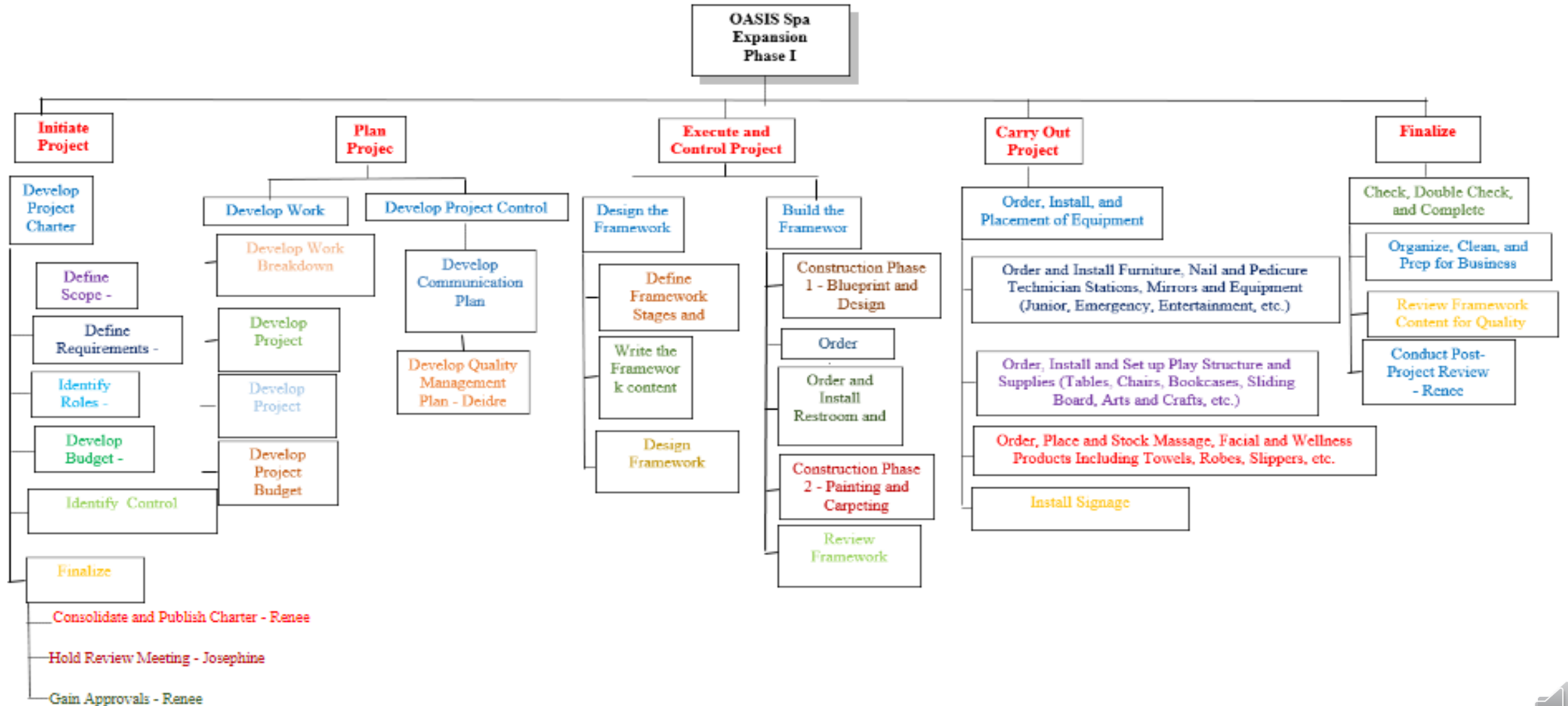
Finalize Project

Work Package 5	Finalize Project Plan	Time Frame
Activity 5	Check, Double Check, and Complete	4 weeks
5.1	Organize, Clean, and Prep for Business	
5.2	Review Framework Content for Quality	
5.3	Conduct Post-Project Review	



Diagram

OASIS: Work Breakdown Structure Diagram



Gantt Chart

Marlena



Task List

Assignments

Completion Percentage

Timeline/Dates



Task List – Planning Phase

1. Define scope	11. Develop Project Staffing Plan
2. Define Requirements	12. Develop Project Schedule
3. Identify Roles	13. Develop Project Budget
4. Develop Budget	14. Develop Communication Plan
5. Identify Control Strategies	15. Develop Quality Management Plan
6. Finalize Charter	16. Define Framework Stages and Activities
7. Consolidate and Publish Charter	17. Write the Framework Content
8. Hold Review Meeting	18. Design Framework Content Formats
9. Gain Approvals	
10. Develop Work Breakdown Schedule	



Task List – Construction Phases 1 & 2

Construction Phase 1	Construction Phase 2
1. Blueprint and Design	1. Painting and Carpeting
2. Order Signage	2. Order and install furniture, nail and pedicure technician stations, mirrors and equipment (junior, emergency, entertainment, etc.)
3. Order and install restroom and kitchenette hardware and equipment	3. Order, install and set up play structure and supplies (tables, chairs, bookcases, sliding board, arts and crafts, etc.)
4. Review framework content for quality	4. Order, place and stock massage, facial and wellness products including towels, robes, slippers, etc.
	5. Install Signage



Task List – Final Phase

1. Organize, clean, and prep for business

2. Review framework content for quality

3. Conduct Post-Project Review



Assignments

Renee	Marlena	Bessie	Deidre	Josephine
Develop Scope	Develop Project Staffing Plan	Develop Project Budget	Develop Communication Plan	Hold Review Meeting
Identify Roles			Develop Quality Management Plan	
Finalize, Consolidate and Publish Charter			Define Framework Stages and Activities	
Gain Approvals	Develop Project Schedule		Review Framework Content for Quality	Conduct Post-Project Review
Develop Work Breakdown Schedule			Review framework content for quality	
Conduct Post-Project Review				



Assignments – Cont'd

Pamela	Cassandra	Trina	Contractor	Spa Maintenance
Write the Framework Content	Order and install furniture, nail and pedicure technician stations, mirrors and equipment (junior, emergency, entertainment, etc.		Order Signage	Organize, Clean and Prep for Business
Design Framework Content Formats	Order and install restroom and kitchenette hardware and equipment			
Blueprint and Design	Order, install and set up play structure and supplies (tables, chairs, bookcases, sliding board, arts and crafts, etc.)		Painting and Carpeting	
	Order, place and stock massage, facial and wellness products including towels, robes, slippers, etc.			
	Install Signage			



Completion Percentage

O ASIS Spa Clubhouse	Assigned To	Completed
Define Scope	Renee Martin	100%
Define Requirements	Pamela Flagon	100%
Identify Roles	Renee Martin	100%
Develop Budget	Bessie Mason	100%
Identify Control Strategies	Deidre Gray	100%
Finalize Charter	Renee Martin	100%
Consolidate and Publish Charter	Renee Martin	100%
Hold Review Meeting	Josephine Abrams	100%
Gain Approvals	Renee Martin	100%
Develop Work Breakdown Structure	Renee Martin	100%
Develop Project Staffing Plan	Marlena Gordon	100%
Develop Project Schedule	Marlena Gordon	100%
Develop Project Budget	Bessie Mason	100%
Develop Communication Plan	Deidre Gray	100%
Develop Quality Management Plan	Deidre Gray	100%
Define Framework Stages and Activities	Deidre Gray	100%
Write the Framework Content	Pamela Flagon	100%
Design Framework Content Formats	Pamela Flagon	100%
Construction - Phase 1 - Blueprint and Design	Pamela Flagon and Contractors	100%
Order Signage		100%
Order and install restroom and kitchenette hardware and equipment		100%
Review Framework Content for Quality	Deidre Gray	100%
Contruction Phase 2 - Painting and Carpeting	Pamela Flagon and Contractors	30%
Order and install furniture, nail and pedicure technician stations, mirrors and equipment (junior, emergency, entertainment, etc.	Trina Harris and Cassandra Connelly	40%
Order, install and set up play structure and supplies (tables, chairs, bookcases, sliding board, arts and crafts, etc.)	Trina Harris and Cassandra Connelly	20%
Order, place and stock massage, facial and wellness products including towels, robes, slippers, etc.	Trina Harris and Cassandra Connelly	10%
Install Signage	Cassandra Connelly	0%
Organize, Clean and Prep for Business	Spa Maintenance	0%
Review framework content for quality	Deidre Gray	0%
Conduct Post-Project Review	Josephine Abrams and Renee Martin	0%



Timeline/Dates

❖ Planning Phase

❖ 4/15/18 - 5/17/18

❖ Construction Phase 1

❖ 5/6/18 - 7/7/18

❖ Construction Phase 2

❖ 7/9/18 - 7/23/18

❖ Clean-up Phase

❖ 7/24/18 - 7/31/18

❖ Final Phase

❖ 8/2/18 - 8/12/18

O ASIS Spa Clubhouse	Assigned To	Completed	Start	End
Define Scope	Renee Martin	100%	4/15/18	4/17/18
Define Requirements	Pamela Flagon	100%	4/15/18	4/16/18
Identify Roles	Renee Martin	100%	4/15/18	4/17/18
Develop Budget	Bessie Mason	100%	4/15/18	4/17/18
Identify Control Strategies	Deidre Gray	100%	4/22/18	4/23/18
Finalize Charter	Renee Martin	100%	4/22/18	4/23/18
Consolidate and Publish Charter	Renee Martin	100%	4/22/18	4/23/18
Hold Review Meeting	Josephine Abrams	100%	4/22/18	4/23/18
Gain Approvals	Renee Martin	100%	4/29/18	4/30/18
Develop Work Breakdown Structure	Renee Martin	100%	4/29/18	5/3/18
Develop Project Staffing Plan	Marlena Gordon	100%	4/29/18	5/2/18
Develop Project Schedule	Marlena Gordon	100%	4/29/18	5/2/18
Develop Project Budget	Bessie Mason	100%	4/29/18	5/3/18
Develop Communication Plan	Deidre Gray	100%	4/29/18	5/2/18
Develop Quality Management Plan	Deidre Gray	100%	5/6/18	5/10/18
Define Framework Stages and Activities	Deidre Gray	100%	5/6/18	5/16/18
Write the Framework Content	Pamela Flagon	100%	5/6/18	5/20/18
Design Framework Content Formats	Pamela Flagon	100%	5/6/18	5/17/18
Construction - Phase 1 - Blueprint and Design	Pamela Flagon and Contractors	100%	5/6/18	6/30/18
Order Signage	Trina Harris	100%	6/25/18	6/26/18
Order and install restroom and kitchenette hardware and equipment	Trina Harris and Cassandra Connelly	100%	6/25/18	6/29/18
Review Framework Content for Quality	Deidre Gray	100%	7/2/18	7/7/18
Construction Phase 2 - Painting and Carpeting	Pamela Flagon and Contractors	30%	7/9/18	7/19/18
Order and install furniture, nail and pedicure technician stations, mirrors and equipment (junior, emergency, entertainment, etc.	Trina Harris and Cassandra Connelly	40%	7/9/18	7/12/18
Order, install and set up play structure and supplies (tables, chairs, bookcases, sliding board, arts and crafts, etc.)	Trina Harris and Cassandra Connelly	20%	7/16/18	7/23/18
Order, place and stock massage, facial and wellness products including towels, robes, slippers, etc.	Trina Harris and Cassandra Connelly	10%	7/23/18	7/24/18
Install Signage	Cassandra Connelly	0%	7/23/18	7/23/18
Organize, Clean and Prep for Business	Spa Maintenance	0%	7/24/18	7/31/18
Review framework content for quality	Deidre Gray	0%	8/2/18	8/9/18
Conduct Post-Project Review	Josephine Abrams and Renee Martin	0%	7/28/18	8/11/18

Full View Gantt Chart

Oasis Gantt Chart

DASIS Expansion Project

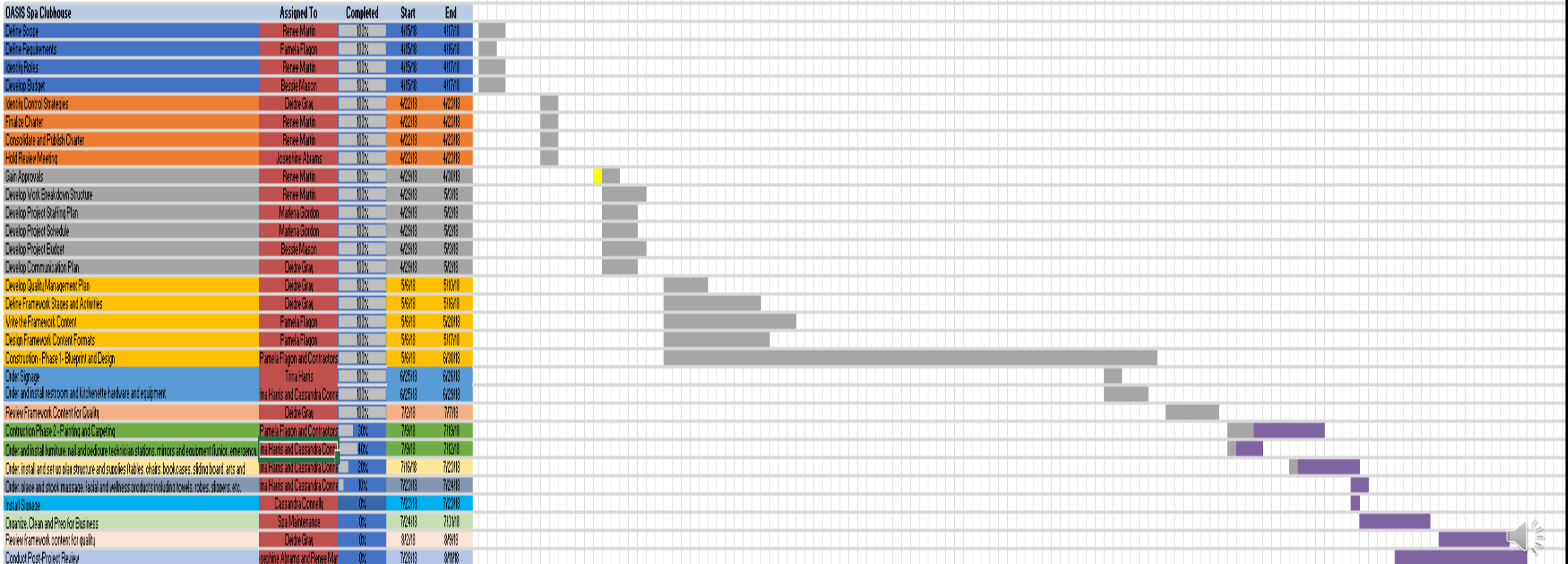
Grad Team Divas: Renee M., Deidre G., Bessie M., Marlena G.

Project Start:

Sun, 4/15/2018

Display:

4/15/18 - 08/12/18



Thank You!

From...



Renee Martin

- Project Manager 1
- Team Leader



Deidre Gray

- Project Manager 2
- Planning Leader



Bessie Mason

- Project Manager 3
- Budgeting Leader



Marlena Gordon

- Project Manager 4
- Scheduling Leader



The GRAD TEAM DIVAS





OASIS Family Spa Salon

**Come Get Your Full Family Service of
Luxury and Fun Today**



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