Oceanfront Beach Resort

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# 

# **Introduction**

## **Purpose**

The purpose of this project is to construct a private oceanfront beach resort in the city of St. Petersburg, FL for our client. This project must comply with all state and federal rules and regulations.

## **Scope of this Document**

The scope of this project is to completely design and construct a 40,000 square foot, 12 story hotel. This will include the site work, construction, electrical and plumbing installations, final inspections and any other construction related aspect. The hotel will be in constructed according to all building codes set by the federal, local, and state governments. In addition, this project will include the furnishings of all hotel rooms, common areas and the pool/beach area of the hotel. However, this project will not include the designs, layouts, furnishings or anything else to do with the restaurants and bars.

**Executive summary**

Initial Setup: The first step will be the planning and preparation of the area. Temporary fencing and safety measures must be put into place before any construction can begin. There will be rented fences, signs and roadway blockages set up with security and other personnel in charge of safety and security.

Underground Preparation: Since a major goal of ours is to control, maintain, and improve upon the beach area we are putting the underground site work at the forefront of our plans. All major utilities will need to be installed prior to the laying of the foundations or construction of the frames. We will first start with the underground work, making sure we have all the piping and electrical connections completed before moving on to the next step. There will be exploratory ground work and excavations to determine types of ground work in which we are building upon to make sure we use proper equipment and materials

# Foundation: The foundation must use material based off the type of land/sand ground work that we are building upon. Upon completion of the underground site observation we will use the material concrete as the base floors. We will use the groundwork and excavation data to determine the proper depth of the base.

# Framing:The frame will consist of steel as the material used. The steel beams will allow for less quantity of cross beams needed, this will allow for a spacious lobby/reception area, as requested and approved the project sponsor. This design will allow us to cut the cost and use excess funds and materials for the other areas. The frame must again adhere to design standards for a state, local, and federal hotel regulations.

# Roofing: Roofing cannot start until after the construction of the frame has been completed. The roof is vital to complete after the framing since we cannot move simultaneously work on the other steps until completion. The roof will consist of steel cross beams and shingles (to portray beach aesthetics).

# Electrical and A/C Systems: The electrical system will be standard installation. It will comply with all the safety standards designated to a facility regulations. This system will be contracted out to a third party specialist. Air conditioning will be a vital part with a main system that controls certain areas and individual units in rooms allowing for individual preferences.

# Plumbing Systems: Plumbing will undergo multiple installation of men’s, women’s, and multiuse use bathrooms and showers for individual rooms and common areas. There will also be plumbing for bars and restaurants. Outdoor plumbing will be used for the pool area. An emphasis will be placed on bathrooms in individual rooms that are standardized yet allow for individual preference.

# Interior/Exterior Furnishings: This step will include construction of rooms, furniture, indoor and outdoor painting, installation of flooring, outlet checks, and light bulb checks. This step should include the installation of staff furniture, desks, chairs, and office supplies, beds, couches, beach chairs, pool chairs, and televisions. There will be other electrical supplies like telephones and computers brought, in towards the end of this step in the process. Standardization in each room will be key here. Materials will be bought in bulk to cut costs.

# Landscaping: This can be done while the interior finishing is being completed. There will need to be sod laid, flowers planted, signs installed, and bark mulch and dirt laid out for the front garden area. In the back the pool area will need to be completely landscaped and dug up. This will also be contracted and plans for the total landscape will be reviewed prior to beginning work.

# Final Inspection: In the final step all major project managers will come together to walk through the entirety of the hotel. Each room will have its own list of items that need to be touched up and finished. This step must be done before project is complete. Once every item on this list has been written down an assignment of tasks can be delegated for future work.

# 

# **Project Mission and Objectives**

The project mission is to build and make operational an oceanfront beach resort in St. Petersburg, Florida. This hotel will be completed with a fully functional with timeline of eighteen months. The hotel will contain a main reception area, staff quarters, conference room, 12 story building with 50 rooms per floor. It will come fully furnished and stocked with various electrical equipment. The building will be constructed in accordance with all local, state, and federal safety and hotel regulations.

## **Project Background**

Our client has purchased 50,000 square feet of ocean front property. The sponsor has hired us to use this land to build their desired resort. The client has a budget of fifty million dollars for completion of the hotel. The hotel must be minimum of 40,000 square feet. The hotel is to be fully furnished and operational upon completion. We are to oversee all aspects excluding staffing and business operations of hotel, those will be client’s responsibility.

**Client’s Business Objectives**

Our client seeks to build a minimum five star hotel in a competitive market. The hotel is to be modern and unique to that area. The hotel should be built to accommodate over 500 guests per day. The hotel should be family friendly and up to all local, state, and federal safety standards. Our client desires it to be seen as a ‘Best in Class’ hotel in St. Petersburg.

## **Solution Overview**

This project will be carried out into three separate phases, worked on by a group of specialists in each particular phase. The contractors to head each phase will go through a standard bidding process, and will be selected based upon qualifications, price and best fit. Phase 1 of the project will include design, layout and set-up. Phase 2 will include construction, while Phase 3 will the final inspection phase, furnishings and final details such as paint and wall fixtures will be checked to see if up to client standards and building regulations.

## **Project Critical Success Factors**

The key factors that are critical for success will be whether we complete the entire hotel in the timeframe specified by our client and that we remain at our under budget. Each phase will be measured for success. Each part in each phase of the project must be weighed with estimations of completion times that are realistic and accurate based off of previous experience. The timeframe will be 18 months to complete the hotel and 50 million dollars to spend on completing it. We must also take into account the stakeholders satisfaction throughout the entire process.

## 

## **Key Deliverables and Milestones**

The project will be broken down into these key deliverables, which are activities that stem from the Work Breakdown Structure located later in this proposal:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Key Deliverable** |  | **Milestone Completion Date** |
| 1 | Data Collection and Analysis |  | **October 1, 2016** |
| 2 | Site Work and Foundational Construction |  | **January 15, 2017** |
| 2 | Structure and Roofing |  | **September 15, 2017** |
| 2 | Electrical and Plumbing |  | **December 21st, 2017** |
| 2 | Interior/Exterior Finishing and Landscaping |  | **February 15th, 2018** |
| 3 | Final Inspection |  | **April 1st, 2018** |

## **The proposed project will be completed within eighteen months, starting the first week of October 2016 and going through the month of April 2018. Within the eighteen months, all components of the project will conclude and a final review will recap that all major deliverables have satisfied your requirements.**

## 

## 

## **Assumptions**

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* That there will be a company that we can sub-contract for the steel and concrete supplies needed.
* All the stakeholders in the are aware and compliant with the construction allowing for no external interference.
* A steel frame building will be adequate to create a ocean front hotel that is up to safety and federal regulations.
* Sub-contractors will have prior experience and be available during the construction timeline of the project.
* Project Sponsors have already started process with federal government and building regulators to acquire appropriate permits for the construction of this facility.

## **Constraints and Dependencies**

Throughout the project, our team will face some limitations in regards to overalls scope, schedule, and budgeted costs. We have defined our project scope and scope statement to clearly define certain responsibilities that we as the project management team will not partake in, and we have closely stated our objective and deliverables to minimize and or eliminate scope creep.

Additionally, our estimated eighteen month schedule for this project has been set by us to manage our time, resources, and monitor all project activities. This timeline also includes a budget schedule to ensure that we remain within budget for materials, labor, and construction.

We pride ourselves on developing state of the art innovations that are environmentally friendly. To secure optimum quality in every aspect of the project, we will uphold a strict quality assurance regime complete with weekly progress reports, materials inspection, construction oversight, and cost management. Adhering to these constraints will allow us to fulfill our project requirements and objectives.

# **Scope Statement**

## **Scope of this Document**

Once this project is completed, we will have designed a state-of-the-art beachfront resort in St. Petersburg, Florida. The name of the resort will be the St. Petersburg Beach Resort (SPBR). The scope of this project will include all aspects of construction including installation of plumbing, electrical and mechanical aspects. This project will be in compliance with all building codes. In addition, this project will include the furnishings of all hotel rooms, common areas and the pool/beach area of the hotel. However, this project will not include the designs, layouts, furnishings or anything else to do with the restaurants and bars, as we will seek out local vendors to come in and set up their establishments.

## **Solution Overview**

This project will be carried out into three separate phases, worked on by a group of specialists in each particular phase. The contractors to head each phase will go through a standard bidding process, and will be selected based upon qualifications, price and best fit. Phase 1 of the project will include design, layout and setup. Phase 2 will include construction, while Phase 3 will the close-out phase, furnishings and final details such as paint and wall fixtures.

## **Project Deliverables Overview**

The project will be divided into several main deliverables, according to the phase in which they’re in. Amongst these deliverables include the design, layout and setup of the hotel. The next round of deliverables will include full construction of the entire hotel, minus any bars, restaurants or shops. In addition to construction, the plan has deliverables related to the acquisition and application of furniture and accessories for decoration and aesthetics of the hotel.

## **High Level Milestone Plan (HLMP)**

The High Level Milestone Plan will be based upon the WBS and the deliverables of each phase of the project. Milestones will include Phase 1 of the plan (design, layout and documentation), Phase 2 (construction) and Phase 3 (close-out, furnishings and final details).

1. Design, layout & documentation
   1. During this milestone, everything ranging from the architecture of the building, to the layout of the interior and design of all rooms and common areas. Once this portion of the phase is completed, all documentation needed for the project. Documentation will include items such as the project charter, project plan, schedule, budget, subcontractor agreements, etc. The project manager must approve and sign off on all documents. Other documentation will include any and all permits required by the city for construction, sewage, environmental, etc. Once this milestone is complete, everything will be ready for the construction phase.
2. Construction
   1. This milestone will endure and complete the entire construction process of the entire premises. Once this milestone begins, all contractors will report to the site with the appropriate material to complete the construction of the entire facility. Mobile office trailers will be present during this phase, and any inquiries from the city or the public could be dealt with and handled within the office. Landscaping will be the final step in this milestone.
3. Close-out
   1. During this milestone, any and all finishing touches will be implemented to the hotel. This ranges from all TVs and furniture inside each rooms, to furnishings of common areas, painting and pictures on the wall and all furniture needed by the pool and beach area for patrons to enjoy their time out there. All preparing for the hotel opening will be completed during this milestone.

## **Assumptions**

1. All plans will be approved by the City of St. Petersburg to a reasonable extent which will allow us to go forward with the building of the hotel.
2. All contractors will have the proper man-power and materials needed to complete the job, and will do so in a timely and efficient manner.
3. All work will be done in compliance with the City of St. Petersburg, and we will not incur any lawsuits from the construction of this site.
4. The land is environmentally stable to be built upon, and all plumbing/sewage systems which we will need will be able to be put in.

## **Acceptance Criteria**

1. The site is constructed based upon the approved plan and documents.
2. Inspections will be done of all the work and signed off at each step of the process.
3. These inspections will follow all building codes and requirements.
4. If requirements don’t meet standards, that portion will go back to construction and be completed up to the level which was specified within the documentation.

**Appendix**

Include if necessary.

## **Work Breakdown Structure**

### **Work Breakdown Structure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Oceanfront Beach Resort - Work Breakdown Structure** | | | |
| **TASK** | **DURATION (days)** | **START** | **FINISH** |
| **Data Collection and Analysis** |  | Immediately | 10/01/16 |
| **Site Work and Foundational Construction** | 75 | 10/01/16 | 01/15/17 |
| -Jobsite setup | *5* |  | *10/06/16* |
| -Site Work | *30* | *10/06/16* | *11/05/16* |
| - Site Utilities | *40* | *11/05/16* | *01/15/17* |
| **Structure and Roofing** | 210 | 01/16/17 | 09/15/17 |
| - Decking | *25* |  | *02/10/17* |
| - Installation and Membrane | *15* | *02/10/17* | *02/25/17* |
| - Metal Fascia and Trim | *10* | *02/25/17* | *03/05/17* |
| - Structural Steel Erection | *160* | *03/05/17* | *09/15/17* |
| **E Electrical and Plumbing** | 96 | 09/15/17 | 12/21/17 |
| - Underground Electrical Rough-In | *50* |  | *11/05/17* |
| - Underground Plumbing Rough-In | *46* | *11/05/17* | *12/21/17* |
| **Interior/Exterior Finishing and Landscaping** | 55 | 12/21/17 | 02/15/18 |
| - Building Finishing out | *35* |  | *01/26/18* |
| - Landscaping | *20* | *01/26/18* | *02/15/18* |
| **Final Inspection** | 45 | 02/15/18 | 04/01/18 |
| Post construction Furnishing | *20* |  | *03/07/18* |
| Testing | *15* | *03/07/18* | *03/22/18* |
| Close-out | *10* | *03/22/18* | 04/01/18 |
| **- Project Complete** |  |  | 04/01/18 |
| **TOTAL:** | **540** |  | **365 Work Days** |

# **Resource Plan**

Our resources will be strategically sought and utilized to meet the customer needs. To do this, we need to look at the customer’s objective and goal as a resort and shape our purchasing, labor force, and investment allocation and decision making accordingly. Our labor force contains most of the technical skills needed to build the structure of the hotel with a few exceptions which will be outsourced.

## **Resource Summary**

The board of directors for Oceanfront Resort (client) are targeting the higher class individuals who expect quality at a reasonable price. Therefore, we must purchase our raw materials and products at a feasible price to meet the budget provided while at the same time providing quality to meet the client’s demands. All the raw materials like cement, steel, glass, sand, gravel and so forth will be bought locally while the materials used for day-to-day use will be bought from abroad to take advantage of the lower costs but high quality products manufactured outside of the U.S. We have employees that are qualified to build the structure according to code, but we will outsource the plumbing and electrical work along with the building of the pool.

## **Human Resource Plan**

The tasks and the arrangement for the human resource are listed below.

• Raw materials to build the frame of the building will be bought by the Purchasing Team

• Closer to the end of the construction, the day-to-day products will be bought by the purchasing team

• Construction manager will oversee plumbing, electrical, and pool work done by different outsourced company.

• Construction Manager will be reported to by supervisors.

• Construction supervisors will oversee different aspects of the construction (eg. roof, walls, windows, tiles, paint, etc)

• Employees will be split into teams to work under the supervisor's.

• Project Manager will oversee all operations holding meetings once a week with managers.

## **Material & Supply Plan**

Here is a list of all the materials we need to buy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Element Name** | **Market price** | **Quantity** | **Weight (lbs)** |
| Cement | 15 | 5000 | 20 |
| Glass Windows | $8.00/sq ft | 500 | 9 |
| Beach Towels | $20.00 | 1000 | 2 |
| Steel | $250.00 | 25 | 1 ton |
| Paint (gallon) | $8.00 | 1000 | 5 |
| Sleeping Beds | $150 - $479.95 | 200 | 30-80 |
| Hammocks | $18.00 | 20 | 8 |
| DIning Tables | $60.00 | 100 | 40 |
| DIning Utensils (plates, forks, spoons, cups, bowls) | $50.00 | 500 | 15 |
| Kitchen Equipment (stove, shelves, refrigerator, freezer, pots, pans, etc) | $5000.00 | 4 | N/A |
| Movie Projector | $850.00 | 3 | 20 |
| Movie Theater Seats | $54.50 | 100 | 35 |
| Movie Screen | $300.00 | 2 | 65 |
| Sand and Gravel | $20.00/cubic yd | 200 | N/A |
| Bedroom Couches | $225.00 | 250 | 95 |
| Chandeliers | $275.00 | 50 | 55 |
| Ceiling Fans | $95.00 | 300 | 65 |
| Internet Equipment (modem, receivers, switches) | $300.00 | 20 | 15 |
| Computer Equipment (printers, mouse, keyboard, CPU etc) | $800.00 | 20 | 50 |
| Database Software | $499.00 | 1 | 1 |
| Television | $150.00 | 200 | 40 |
| Bedroom Furniture | $600.00 | 250 | 200 |
| Safety Camera System | $750.00 | 1 | 70 |
| Exercising Equipment (treadmill, stationary bike, free weights, etc) | $1500.00 | 1 | N/A |

## **Organizational Structure**

(the implementation part) Our company will send us experts and the assembly-line workers as well as the people involved in communication parts. UF will have the workers help us transport and setting up the device in school. Besides, UF will provide crane drivers and the track drivers. We will have a purchase agreement with the Rainharvest Co. and a contract about transportation and setting up device with UF.

(Maybe can add more about system design part )

Our team will report the implementation process to UF because we have to obtain her approval and she is our sponsor and customer, they have rights to know how and how fast our project is going on.

# **Risk Management Plan**

We need to take a look at both internal and external risks related to getting the resort started in order to identify what the best steps are to mitigate these risks. The best course of action for this is to continuously monitor the project and once an issue comes up, address them immediately. Having strong relationships with the companies we work with can minimize such problems. Lastly, as a beach resort we must place high emphasis on monitoring the weather because having bad weather days by the beach can have a tremendously negative impact on construction.

## **Risk Assessment**

The biggest risks associated with this project seem to be coastal conditions, building codes for the resort, and the local government and their views on a new attraction to the city, and the weather.

When it comes to the building codes, if we do not meet the required standards our project could be delayed for an unknown amount of time therefore we need to continuously review these standards and make sure they are being met. As a beach resort, our project has the potential to bring in larger crowds of paying individuals to the city but some might also see it as a negative attraction that will bring in the wrong crowds. Therefore, we have to make sure that the local government is on our side and that we have positive intentions with our project before it gets delayed mid construction. Finally, the weather could be our best friend or our worst enemy. As a beachfront property, strong winds and heavy rain can make working the project extremely difficult and at worst a hurricane can delay the project for months if not years.

## **Risk Management Method**

Being alert for any potential risks is crucial for the project to be successful. As previously mentioned, we have to maintain good relationships with all of the companies we do business with otherwise due diligence is required. These companies as well as our must also maintain a good relationship with the local government and give them everything they need so that construction goes smoothly. For the coastal conditions, we need to pay close attention to Florida’s Coastal Construction Control Lines since it varies by location and can actually give us procedures on how we should go about when building on a specific coast. For weather conditions, it is completely out of our control so the best defense we can have is to invest in a good insurance plans that covers our specific needs.

## **Risk Management Review Committee and Process**

All risks should be addressed to the project management team and will require substantial review by all of the stakeholders involved. After collaboration and review of identified risks, the project management team will proceed with resolving and responding to each issue occurrence.

# 

# **Quality Plan**

## **Quality Summary**

Quality is important during the whole project. The budget, resource, management and many other factors can have an effect on the quality. Quality has a resulting effect on customer satisfaction and resort reputation. Measures will be put in place and these must be met on a daily basis by their respective departments. The supervisors must ensure that the quality is met.

## 

## **Cost Control**

|  |  |
| --- | --- |
| Task | Budget |
| Labor and Subcontracting | 10,000,000 |
| Foundational Construction | 20,000,000 |
| Structure and Roofing | 5,000,000 |
| Electrical and Plumbing | 3,000,000 |
| Interior Finishing | 1,000,000 |
| Contingency | 5,000,000 |
| Management Fee | 5,000,000 |
| Total Budget | 49,000,000 |

## **Time Control**

The duration of the project should be about a year. We will estimate the time for each activity and compare the actual completion time to the planned finishing time to ensure that we can finish the whole project in planned time. There may be events outside of our control such as Hurricanes considering that the site is in a tropical region.

## 

## **Quality Control**

To maintain quality, supervisors will be strategically placed and trained to observe the day-to-day activities within their respective departments. Resort standards and measurements will be put into place to ensure quality does not fall below expectations. Resulting actions for sub par performance by employees will be written for each department, but this can change according to the situation or problem.

## **Quality Control-Deliverables**

It is impossible for supervisors to check the work of every employee working under them, so random checks will be made on a day-to-day basis for every department and a criteria sheet with specifics to that department will be used to grade the quality of work.. Each department will have their own ‘action’ sheet if the quality of a specific employee’s work is below standard and this will be implemented if see fit.

## **Responsibility**

The chart shows the person who will be response to the certain actions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| s. No | process/action | related procedure | frequency | Responsible person name |
| 1 | Project Manager | communication with all supervisors | Each department once a week | Kobe Bryant |
| 2 | Construction Manager | communication with the construction supervisor and employees | Everyday | Kevin Garnett |
| 3 | Construction Supervisors (different departments) | Communication with construction employees | Everyday | Tim Duncan, Tracy Mcgrady, Allen Iverson, Tom Brady, Edie Piniero |
| 4 | Purchasing Manager | Communication with purchasing team | Everyday | Shaq O’Neil |
| 5 | Purchasing Employees | Purchase Products | everyday | Yao Ming |
| 6 | Construction Employees | Everyday construction Activities | Everyday | N/A |
|  |  |  |  |  |

## **Quality Assurance**

Quality is of utmost importance since it is necessary to follow through with our objective as a company. In order to maintain this quality assurance, checks and employee personnel are strategically created and placed to ensure that work is being done at an efficient rate with desired expectations. If there is any drop in quality, recommended actions are put in place to respond to these situations but they can also be altered according to situation and circumstance.

**Acceptance Plan**

## **Acceptance Summary**

All contractors will be responsible for their portions of the construction of the hotel. If there are any issues which happen to arise during the construction, the contractors will be instructed to bring the issue up to management. Management will deal with the problems accordingly. Once each step of the particular contractor’s work is complete, that contractor is to request approval from management. Management will then walk through the work done by the contractor and make sure it is in accordance with all code, and with the work specified in the documentation. If this is not the case, the contractor must go back and fix the issues with their work. However, when approval does occur, the contractor is then granted access to move onto the next phase of their work. Once all contractor work is done, we will request city approval. Once the construction of the building has been approved by the city, management will be in charge of all final touches and furnishing the building accordingly.

## **Reporting**

Inspections will occur often throughout the life of the project. The result of all inspections will go directly to management, and shared with the particular contractor who was working on that particular aspect of the job. Any minor reportings will be spoken about with management and the contractor, and the contractor should have the capabilities to fix the issue accordingly. However, if there are any major findings, management will then meet together to rethink and potentially restructure any designs, plans or contracts regarding that particular finding, before giving the contractor approval to go forward with fixing the issue.

As for any on-site findings by the workers, they are to report any issues to their head contractor, who then reports it to management. Management and the head contractor will do everything within their power to have the problem resolved before any inspections. If the problem is not resolved before inspection, then the process in the paragraph above will be executed.

## **Escalation**

When a minor issue occurs, the worker on-site who notices the issues reports the issue to the head contractor. The head contractor is then in charge of fixing the issue immediately. However, if the issues appears to be more than a minor issue, the head contractor is then to report the issue to management.

Once an issue is reported to management, there are several ways in which it can be handled. If the issue seems to be fixable in the near future, management will work with the head contractor to fix the issue. However, if it is a major issue, such as an issue dealing with an architectural or design flaw, management and the contracted firm will need to negotiate previously agreed upon contracts. Usually, this would come in the form of a change order request. If a change order is agreed upon and signed off by both parties, then there will be execution upon that change order.

However, if it is an issue which may not abide by code, this issue will be reported by management, and management will then reach out to the City of St. Petersburg for the best solution to the issue. The City of St. Petersburg, along with hotel management and the head contractor will come up with the best solution. Once that solution is reached, management and the contracted firm will renegotiate a new contract to complete the new project.

A problem with performance of a contractor’s work will be dealt with by management. Each week, management will assess and benchmark all work and progress done by the contractors to make sure it is up to par and keeping the project on both budget and schedule If management finds this is not the case, the issue is then brought upon to the board of directors, who ultimately will have final say as to whether we go separate ways with out current contractor or remain our working relationship with them.

## **Documentation Acceptance Process**

Management will be in possession of all documents related to the project. This includes any contracts with the contractors, blueprints, layouts, bills and any other sensitive information pertaining to the project. However, some documents; mostly pertaining to the land, zoning and permits, will be held by the City of St. Petersburg. If the contractors are ever in need of a particular document, they can request that document from management.

## **Sign-Off**

When the contractor feels that their portion of the project they are currently working on is sufficiently completed, they will request for a walkthrough inspection from the management team. Management will have a checklist, which they will go through while operating their inspection of the contractor’s work.

Upon this checklist being completed and management signing off on it, management will then request for the City of St. Petersburg to check off on the work. This may be during a scheduled inspection by the city, but if the city’s inspection is time sensitive, will be requested for on an ASAP basis. Once the City of St. Petersburg completes their inspection and signs off on everything giving their approval, the contractors will then move on to their next phase of the project.

At the end of the project, management will do entire walkthrough of the facility, making sure everything works and is in proper alliance with what was agreed upon. Once this process is finalized and completed, the hotel will be open to the public.

## **Responsibilities**

The head contractor will be in charge of assigning all work to his employees. Once his team completes their work, he is in charge of inspecting it. Once the head contractor believes the work is sufficiently completed, he then requests an inspection from management.

Management will then complete their inspection of the work completed by the contractor and his team. Management will include various components such as a head architect, construction manager, a city code compliance expert, and various other specialists pertaining to the process. Once management believes the contractor’s work has been sufficiently completed, they will approve of the work, and either wait for or request an inspection from the City of St. Petersburg.

The City of St. Petersburg will come out to the hotel site either as scheduled, or upon management’s request to inspect all the work which has been done, and confirm that it is in compliance with all codes in which the hotel must abide. Once the city has done their inspection, they will notify management that all looks good, and management will notify the respective contractor that their job has been signed off on, and they have the freedom to move on to the next phase of their work.

# **Deployment Plan**

## **Deployment Summary**

1. Ensure land, construction company, aesthetic designer, and any other outsourced job is in play before work is done (contracts)
2. Issue job descriptions for the necessary positions within the resort.
3. Once construction and other structural work is halfway, start ordering products so that it can arrive just in time after the construction and aesthetics is completed.
4. Host training sessions for each department to teach them the quality that is required and ethics that come along with it.
5. Do trial runs for each department and make sure Kobe Bryant and that department’s respective supervisor oversees the trial run to ensure it meets resort standards.

# **Communication Plan**

**Communication Summary**

Communication within the project team is crucial if we want the project to be successful. It is especially important that everyone stays up to date with every step taken in the project. We decided that the best way to do so is to have weekly or bi-weekly meetings to discuss the progress of the project depending on what phase of the project we are on. E-mails and memos will only be used for big picture updates because we strongly believe that face to face interaction is the best way to assure that there is transparency and as little confusion as possible.

## **Internal/External Communications**

Internal Communications: The project manager will be responsible for communicating with the head of every project committee. We must make sure that all internal communication is professional and if possible in person to avoid any sort of miscommunication.

External Communications: The project manager is also responsible for communicating with all of the companies that conduct business with us.

## **Project Organizational Structure and Stakeholders**

There are three committees that report directly to the project manager: compliance, contractor and architect. Compliance committee is in charge of making sure we follow all types of regulations involved with our construction, the contractor committee will make sure that everything related to the construction is going according to plan, and the architecture committee will make sure that the architect’s plan as well as the project manager’s vision is being execute properly.

Our key stakeholders are the elected officials of our project management team and they must approve all necessary changes and provide us with all relevant information.

## **Meetings and Reporting**

Meetings between each committee should be held every Monday at 10:00 A.M.. This time ensures that each meeting is effective and efficient since it’s not too early or too close to lunchtime and it ensures that everyone is informed at the beginning of the week. Each meeting will focus on major problems from the prior week and their resolution and will also focus on upcoming problems. Naturally the secretary will take detailed notes and send them out to everyone and also store the notes for record keeping.

## **Communication and Resolution**

Communication is expected to be in person since we strongly believe that that is the most effective way to communicate and minimize misunderstandings. However, phone calls and emails are also acceptable if the matter being discussed isn’t too critical or if it’s absolutely impossible to meet in person. If e-mails are used, the need to be as detailed as possible while avoiding unnecessary information that will take away the recipient’s attention from the task at hand. Naturally communication should always be professional and if it’s with an outside company it should be handled by the project manager.

## **Escalation and conflict resolution**

We understand that conflict will arise throughout the project and it is important that we handle it as efficient and effectively as possible. The project manager will oversee and conflict and will use their professional judgement to determine how it needs to be handled. If the matter has potential legal issues they need to be looked into by the compliance committee. The project manager can also seek feedback from other committees if necessary but is ultimately their decision as to how each conflict is to be handled.

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# **Change Control Plan**

## **Change Control Summary**

Any changes to the project will require full documentation and approval from the project manager and the project sponsor. Documenting each changes ensures that they are defined, reviewed, and agreed so they can be properly implemented and communicated. The change will be evaluated for scope, budget, and timeline effects before it is approved.

The Change Control approach consists of three aspects:

-Ensure changes are within scope

-Determine if the changes affect the approved budget

-Put together a plan for implementing the change.

## **Request for Change**

This section serves to define the different kind of changes that could arise during the duration of the project. The type of change will be decided by the project manager.

-Timeline Changes: changes which will impact the approved project schedule. This type of change could result if weather or other unforeseen delays related to the coastal environment begin to affect the project.

-Design Change: A design change may be instigated in the event that certain materials or styles are not available at the time of construction. This includes, but it not limited to flooring, finishing, and paint color.

-Budget Change: A project adjust that needs to be made due to changes in budgetary restrictions.

The project manager will be responsible for drafting all change order documents and getting appropriate approval.

## **Evaluation and Approval**

Any change requests will be handled by the project management team. The project sponsor will have the final approval on all changes to the plan before any changes are made. A formal document will be drafted and the signature of the project sponsor will be required in the change of any change orders. Depending on the size of the change order, appropriate plan and timeline adjustments will be made and updates will be sent to all project teams leads and subcontractors.

**Warranty Plan**

We will plan to provide a 5 year warranty on all base construction. This includes slab work and the foundation of the building. This warranty will not include roofing, plumbing, electrical or any other subcontracted work. In the case of subcontracted work, each subcontractor will provide their own form of user warranty. There is no warranty to cover acts of god type events. Acts of god are defined as large weather events or beach erosion that would cause damage to the facility. These events cannot be planned for or designed around. Therefore there will be no warranty covering them.

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## **Warranty Process**

In the case of foundational issues, the client is covered by a 5 year warranty and can contact the managing project team at any point for inspection and resolution of any issues.

In the case of issues with any subcontracted work, the client will need to directly contact the subcontractor that performed the work. The client will be given a book of all of the contact information for subcontractors who did work on the project.

**Appendix**

Contractors agree to pay subcontractors for all work committed to the project according to the agreement set forth in each work contract. Subcontractors agree to fully complete and insure any work done as a part of the project. Any disputes will be handled in local court.

Contractor Agreement Signature

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Subcontractor Agreement Signature

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