

# Relocation of an architecture office

## 1. Description of the project case

The architect's office "Wolkenkratzer" needs an expansion space. After a long search process, a suitable accommodation is found. Although all employees are supposed to move to the new place, the daily business should not be disturbed.

Mr. Mauer, the owner of the company, assigns Mr. Rümpel to organise the relocation. He should coordinate all tasks concerning the relocation such as contracting with past and new landlords; planning, coordination and monitoring of the relocation (the new location is available after 1st December). He is also responsible for the new seating arrangement, new office furniture and similar tasks. He is on the other hand in charge of odds and ends; such as tasks like developing the templates and production of note paper with the new office address.

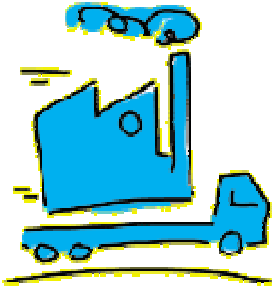
The target date for the complete relocation is mid-December, and the house-warming party is scheduled for Friday, 10th January.

## 2. Process

In order to get the project assignment you have to work on the first draft of the project documentation. Please add necessary assumptions and describe them in detail and keep an eye on the interpretation of the project management methods, as this might help to clarify your assumptions regarding consistency and completeness.

## 3. Exercise

- Describe the **project objectives**. Use the form "project objectives plan" and fill in all necessary information.
- Design a **project environment graph** and define strategies and measures for the design of specific relationships to two relevant environments. Use the forms "project environment analysis" and "project environment relationships" and fill in all necessary information.
- Design a phase-oriented project **work breakdown structure** (3 levels).
- Design a **project organisation chart**, identify the project roles. Use the form "project organisation chart" and fill in all necessary information
- Design a **milestone plan**; make useful assumptions about the project dates. Use the form "project milestone plan" and fill in all necessary information.
- Design a **project cost plan** on phase level. Use the form "project cost plan" and fill in all necessary information.



Project:

# **Relocation of an architecture office**

**Example of a project management documentation  
(part of a project handbook)**

Project handbook

Version **1.0**

Project manager: **Mr. Rümpel**

Last Updated: **2007-09-20**

## Relocation of an architecture office



Project Objectives Plan	3
Project Environment Analysis	4
Project Environment Relationships	5
Work Breakdown Structure	6
Project Milestone Plan	8
Project Organisation Chart	9
Project Cost Plan	10



### PROJECT OBJECTIVES PLAN

Main Objectives	Adapted per...
Relocation to the new office performed	
All contractual aspects clarified	
New office with partly new office furniture equipped	
Marketing documents adapted	
Additional Objectives	Adapted per...
New seating arrangements coordinated	
Internal house-warming party performed	
Non-Objectives	Adapted per...
House-warming party for customers performed	

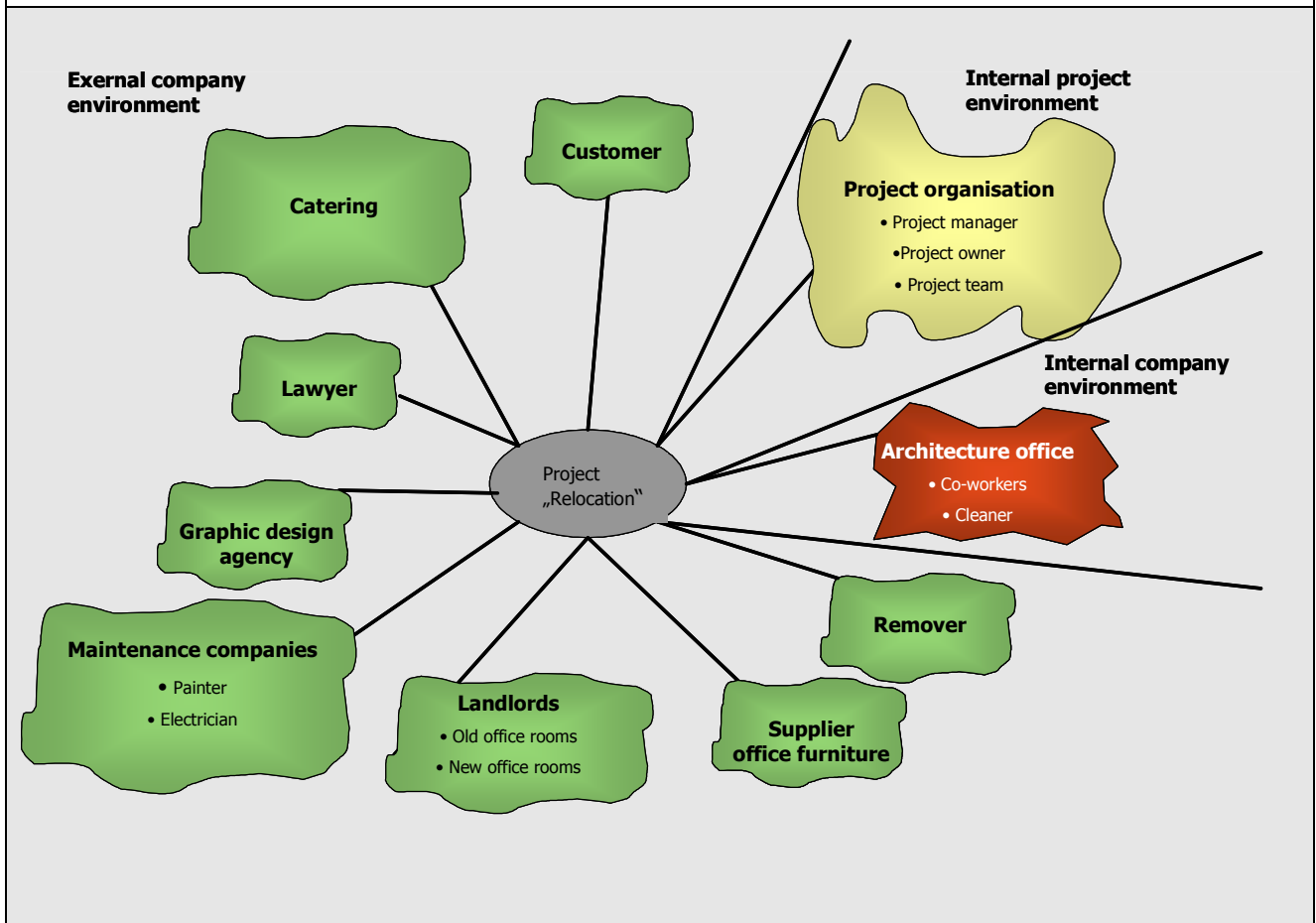
#### Assumptions and interpretation:

The running business should not be disturbed significantly during the relocation. Therefore, the main objective of the project is a fast and smooth relocation. The internal house-warming party is an additional objective, because it is a "nice to have" and has no influence on the success of the main objective.

The new office furniture includes office cases as well as new office desks. Therefore, it is assumed that a part of the "old" office furniture will also be removed.



## PROJECT ENVIRONMENT ANALYSIS



### Assumptions and interpretation:

The project environments are structured in internal project environments (yellow), internal company environments (red) and external company environments (green).

The painter and the electrician are clustered as maintenance companies. It is assumed that the new office rooms have to be painted and equipped with some electro installations.

For the relocation of the office equipment a remover will be engaged. The new office furniture will be delivered by the furniture company.

15 employees are working for the architecture office. For those people an internal event should be organised. For the food a catering company will be hired.

A graphic design agency is responsible for the revision and printing of the marketing materials like office paper with the new office address.

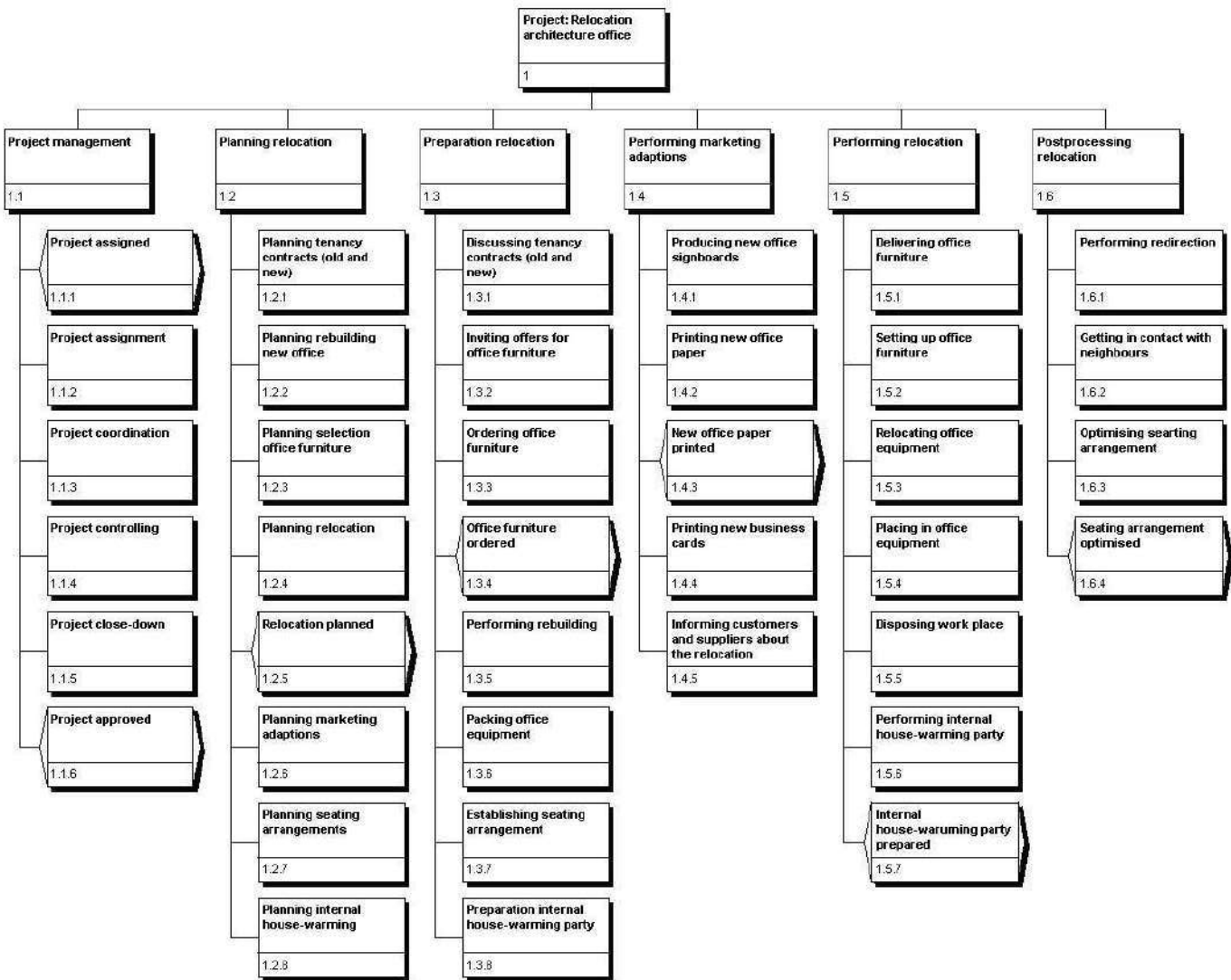


## PROJECT ENVIRONMENT RELATIONSHIPS

Environment	Relationship	Measures	Adapted Measures per ...
Employees	<ul style="list-style-type: none"> <li>Maintenance or rather increase in employee's satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Integration by coordinating the seating arrangement</li> <li>Designing attractive new working places (light, plants)</li> <li>Relocation without disturbing the daily business</li> </ul>	
Supplier office furniture	<ul style="list-style-type: none"> <li>Reliability and fast delivery of furniture</li> <li>Payment as late as possible</li> <li>Installation of furniture without extra charge</li> </ul>	<ul style="list-style-type: none"> <li>Detailed agreement between the contract partners</li> <li>Arrangement of purchase price and payment conditions</li> <li>Integration in the sub team "Removal" and mutual coordination of the furniture delivery</li> </ul>	



# WORK BREAKDOWN STRUCTURE



## Relocation of an architecture office



### **Assumptions and interpretation:**

The work breakdown structure is phase-oriented. "Project management" is a logical break, because project management tasks have to be done parallel to the tasks concerning the content.

Project milestones are not obligatory, but they are shown in this graph to give a better overview.

The coding of the break down structure is also used in all other project management documents.

It is assumed that also new business cards with the correct office address have to be produced for the employees of the architecture office.





## PROJECT MILESTONE PLAN

WBS-Code	Milestone	Planned date	Planned date adapted per ...	Actual date
1.1.1	Project assigned	01/10/200X		
1.2.5	Relocation planned	30/10/200X		
1.3.4	Office furniture ordered	15/11/200X		
1.4.3	New office letter paper printed	15/12/200X		
1.5.6	Internal house-warming party performed	10/01/200X		
1.6.5	Seating arrangements optimised	20/01/200X		
1.1.6	Project approved	30/01/200X		

### Assumptions and interpretation:

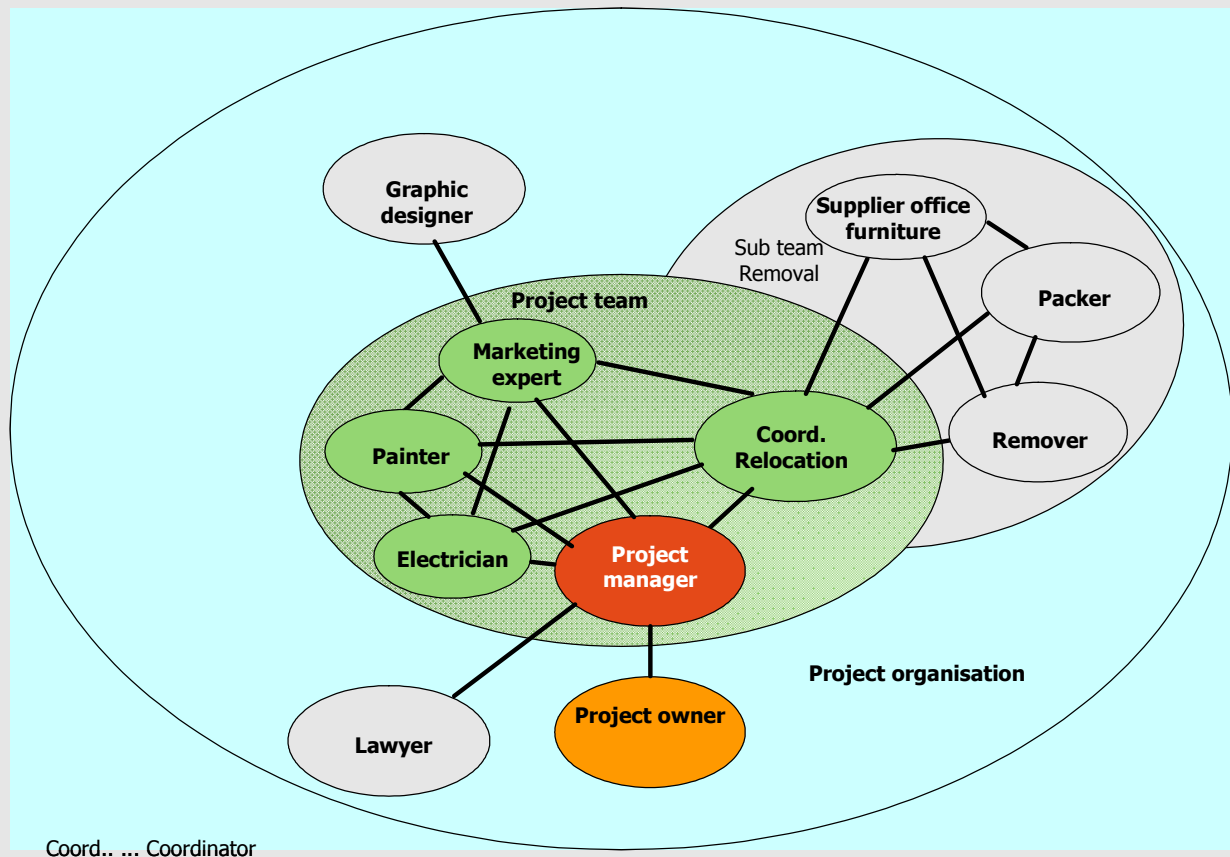
The project is supposed to last 4 months.

From 01/10/200X the new office rooms are available. The internal house-warming party will take place on 10/01/200X.

It is assumed that the delivery of the office furniture will take 2 weeks.



## PROJECT ORGANISATION CHART



### Assumptions and interpretation:

The project organisation chart visualises the company organisation structure. In this project organisation chart, all project roles and essential relationships between those roles are illustrated.

The project owner is Mr. Mauer, the project manager is Mr. Rümpel.

The project team includes 5 project team members. The painter and the electrician have been included in the project organisation. Representatives of the project environment remover, packer and supplier office furniture have been integrated in the sub team "Removal", because they contribute to a smooth processing and coordination of the relocation. The packers have to pack the office equipment into old cardboard boxes. They are employees of the architecture office. The solution shown in this project organisation chart shows an "empowered and integrated project organisation".

A marketing expert of the architecture office works together with the graphic designer to adapt the marketing documents.



## PROJECT COST PLAN

WBS-Code	Phase / WP	Cost Type	Quantity-Structure	Stock Price	Planned Costs	Adapted Planned	Actual Costs
1.1.	Project management	Personnel	5d	€ 240,00	€ 1.200,00		
		Total			€ 1.200,00	€ 0,00	€ 0,00
1.2.	Planning relocation	Personnel	3d	€ 240,00	€ 720,00		
		Total			€ 720,00	€ 0,00	€ 0,00
1.3.	Preparation relocation	Personnel	4d	€ 240,00	€ 960,00		
		Material			€ 2.000,00		
		External service					
		- Lawyer	2h	€ 200,00	€ 400,00		
		- Painter		flat rate	€ 1.500,00		
		- Electrician	5h	€ 35,00	€ 175,00		
		Total			€ 5.035,00	€ 0,00	€ 0,00
1.4.	Performing marketing adaption	Personnel	1d	€ 240,00	€ 240,00		
		External service					
		- Graphic design agency		flat rate	€ 2.000,00		
		Total	0	€ 240,00	€ 2.240,00	€ 0,00	€ 0,00
1.5.	Performing relocation	Personnel	2t	€ 240,00	€ 480,00		
		External service					
		- Catering	15P	€ 10,00	€ 150,00		
		- Remover		flat rate	€ 1.000,00		
		Total	0	€ 250,00	€ 1.630,00	€ 0,00	€ 0,00
1.6.	Postprocessing relocation	Personnel	1d	€ 240,00	€ 240,00		
		Total	0	€ 240,00	€ 240,00	€ 0,00	€ 0,00
<b>Project costs</b>			<b>0</b>		<b>€ 11.065,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

d ... days  
h ... hours  
P ... persons

### Assumptions and interpretation:

The internal personnel costs are considered in the project cost plan. The day rate of an employee of the architecture office has been assumed to be EUR 240,- (Opportunity principle)

The costs for the office furniture result from the assumption that 5 office desks and 5 office boards will be bought. The price for the installation is included in the stated price.

The graphic design agency produces new office paper including envelopes (5,000 pieces) and business cards for all employees (100 pieces per employee). The printing is included in the price.

For the internal house-warming party food and drinks for 15 employees will be ordered.