Project Implementation Plan Part 2

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**Project Communications Plan**

Project communication plan involves the structure of flow of information between stakeholders, in this case, the project manager, contractor, project engineer downwards to the entire building staff. Communication is vital to managing of the project and should point out the roles of each person clearly, the project communication plan in a project ensures an effective implementation process.

The project manager will have a kickoff meeting a week before the start of project to present the project and scope to the team. This is when the project team looks over the project objectives and the type of management approach to be adopted. This meeting is where the preliminary terms of work and the allocation of roles for each team member is introduced.

The project manager, contractor, purchasing managers, and project engineer will hold meetings every two weeks to review the status of the project. The supply of materials will also be discussed to ensure a coordinated flow of materials on site. The performance of middle level managers will be discussed. These meetings will play a key role in advising heads of each department on labor management.

The project engineer will have a weekly meeting with the electrical engineer, site manager, foreman, and plumber for an analysis of the technical challenges experienced in their respective fields. They will have to come up with the required solutions for the entire project. They will also take into consideration the quality of materials, the required manpower and appropriate machinery. The need for change in design will be discussed and proposals forwarded to the project manager.

Every week, the lead accountant will be reporting to the purchasing manager on the weekly expenditure through email. The project manager will in turn inform the contractors and project manager appropriately on the expenditure. The use of email is suitable in this case as it gives a full statement on every activity of purchase, fluctuations, and arising unbudgeted expenditures.

Electrical engineer, site manager, foreman, and plumber will meet separately with their employees every morning. Daily roles will be allocated to individual teams along a safety and motivation talk. Present employees will be registered in the payroll during these meetings. Inter employee conflicts will be addressed amicably in presence of respective leaders, disciplinary actions will be taken appropriately while complex issues will be referred to the project engineer.

The project engineer will educate workers on safety measures and procedures. This will be done through use of print notices alerting the workers of safety measures. Info graphics will be printed showing workers wearing safety boots, head gear and safety vests. The notices will list the time the workers should arrive on site and the roles of all the employees. A public notice will be put in place to inform the public and allow them to acknowledge the ongoing construction works and encourage them to keep off for safety purposes.

Whether as an individual or on a team, a building project is strenuous and complex to commence and progress properly if the team does not develop an agreed communication plan to reinforce the work to achieve coordinated results. The project manager will design a two-way channel (suggestion box) that allows feedback from the workforce to encourage an open and honest dialogue between the team at all levels even at top level. In addition, the project manager will encourage an upward communication strategy where employees can alert the managers of potential problems and provide the managers with workable solutions.

The project manager will as much as possible avoid the communication constraints that might affect the project and address those that will arise appropriately to avoid the problem escalating further. It will be important to create a document that indicates the possible sources of the communication constraints that the project manager will have to be concerned about, if any, like the problems with the communication channels and make sure the expertise in that field fix the problem.

**Communication Management Matrix**

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| --- | --- | --- | --- | --- | --- |
| HOME BUILDING PROJECT | | | | | |
| Communication | Communication Objective | Medium | Frequency | Audience | Chaired by |
| Kick off meeting | Introduction of the team, project and scope with a review of project aims and the type of management approach. | Face to face | Once | Stakeholders | Project Manager |
| Project team meetings | Project status review with the project team. | Face to face | Two weeks | Project team | Project Manager |
| Technical review Meetings | Discuss and develop technical solutions for the project. | Face to face | Weekly | Project Technical Staff | Project engineer |
| Toolbox meetings | Safety, motivation, and roles. | Face to face | Daily | Departments | Departmental heads |
| Expenditure Report | Accountability | Email | Weekly | Lead accountant, purchasing manager, contractor, and project manager | |  | | --- | | N/A | |

**Risk Analysis**

Risk identification involves determining which risk or risks might affect the progress of the building project and their corresponding effects. It is important to identify and analyze the possible risks to be encountered to avoid cost overrun and delays. The risks anticipated are as follows;

* Inflation and price fluctuation; during the project there is a likelihood of change in the prices of construction materials. This will cause an increase in construction cost beyond the budgeted amount. Inflation is likely to be experienced if materials are to be imported. This type of risk can be considered less severe, a moderate change in prices of construction materials can result to an average increase in construction cost by 10%. Risks associated with inflation and price fluctuation can be taken care of during budgeting by including a miscellaneous expenditure of 5%-15%. Buying materials in bulk can help in reducing the risks (Ayyub, 2014). Financial institutions can help in identifying the current trends in currency.
* Adverse weather conditions; weather can be a challenge in any construction. In this project, in the event of heavy rainfall construction materials will be exposed to unfavorable humid conditions. Rainfall disrupts the working schedules and destroy newly constructed structures especially paintings on external walls. Eventually, this risk causes an escalation of prices, lowers the quality of work, and causes delays. The risk is ranked as very severe, an average rain can cause a five-hour delay per week. To minimize the risk, temporary structures can be rented for storage of construction materials and machinery. Construction works can be scheduled in line with prevailing weather conditions. Daily weather disruptions can be noted and used to inform the necessary rescheduling (Ayyub, 2014).
* Use of outdated machinery and techniques; over the years, the construction industry has experienced a rapid change in technology, the use of outdated design and implementation techniques by construction personnel who may not be acquitted with current techniques in the construction industry. It is important to note that while experience has its advantages in field, experienced personnel may lack the knowhow on the new techniques in the industry. Such a risk is severe, it compromises quality, causes delays and can lead to additional increase in cost of sourcing experts. Use of outdated design and implementation techniques can cause 30% decline in quality of works. To avoid the risk, a blend of experienced personnel will work with the less experienced people in the construction industry. The project team should be active in keeping themselves up to date with the current design and implementation techniques.
* Accidents are common on every construction site. Falling objects, personal injuries, and injuries when operating machines are likely to occur in this project. The risk is ranked as severe, injured workers causes immense delays in construction progress. Most injuries may result to up to a week absenteeism (Banaitiene & Banaitis, 2012). This risk can be mitigated by educating workers on the safety measures, enacting rules and regulations, and ensuring sufficient supply of safety gear. The risk can be monitored by keeping records of the number of reported incidences.

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| **Risk** | **Rank** |
| Adverse weather conditions | Very severe |
| outdated machinery and techniques | Severe |
| Accidents | Severe |
| Inflation and price fluctuation | Less severe |

**References**

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