

Project 7: Closeout

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TWC 436: Project Management In Technical Communication

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December 1, 2023

CLOSE CHECKLIST

- Evaluate Tasks
- Confirm Fulfillment of Project Scope
- Confirm Fulfillment of All Project Change Requests
- Complete Procurement Closure
- Document Lessons Learned
- Submit Final Report
- Submit Final Status Report
- Obtain Necessary Sign-offs
- Archive Project Documents
- Publish Success
- Celebrate Project Close

TASK LIST EVALUATION

Initiate Stage:

- Develop Project Charter:
 - Collaborated with stakeholders to define project objectives and constraints.
 - Drafted a detailed project charter outlining goals and scope.
- Stakeholder Analysis:
 - Identified key stakeholders and their roles.
 - Conducted interviews and surveys to understand stakeholder expectations.
- Site Assessment Report:

- Conducted an initial assessment of the existing bathroom space.
- Documented existing conditions, potential challenges, and opportunities.

Plan Stage:

- Design and Select Bathroom Fixtures:
 - Collaborated with the design team to choose fixtures aligning with the spa-like theme.
 - Selected fixtures that balance style, functionality, and budget constraints.
- Develop Project Plan:
 - Outlining tasks, timelines, and dependencies.
 - Integrated feedback from key stakeholders to meet project goals.
- Allocate Resources and Create Project Timeline:
 - Defined resource requirements for labor, materials, and equipment.
 - Developed a detailed project timeline, accounting for critical paths and milestones.
- Establish Project Budget:
 - Conducted a thorough cost analysis for materials, labor, and other expenses.
 - Allocated budget based on project priorities and constraints.
- Procure Materials and Create Material Procurement List:
 - Identified and sourced materials required for the renovation.
 - Developed a procurement list to streamline the purchasing process.

Execute Stage:

- Demolish Existing Bathroom:
 - Demolished existing fixtures, tiles, and flooring.
 - Coordinated waste disposal in compliance with environmental regulations.

- Install New Tiles and Flooring:
 - Executed precise installation of high-quality, dark green tiles.
 - Applied water-resistant grout and sealant for durability.
- Execute Wallpaper Installation:
 - Selected and installed moisture-resistant wallpaper with a jungle leaves pattern.
 - Ensured professional and seamless installation for aesthetic.
- Enhance Storage Space:
 - Converted dummy drawer doors into functional drawers.
 - Designed and installed shelves to optimize storage functionality.
- Upgrade Fixtures:
 - Replaced shower head, bathtub fixtures, and sink hardware with vintage-inspired, muted gold pieces.
 - Integrated sleek and modern designs to achieve a cohesive style.
- Integrate Lighting Fixtures:
 - Installed gold lighting fixtures to enhance the spa-like ambiance.
 - Incorporated lighting elements strategically to highlight key features.
- Incorporate Moisture-Resistant Rugs:
 - Selected and placed moisture-resistant rugs in complementary earthy tones.
 - Paid attention to texture for comfort and style.

Monitor & Control Stage:

- Conduct Team Meetings:
 - Regular team meetings to discuss progress, challenges, and updates.

- Open communication to address issues promptly.
- Quality Inspections:
 - Quality inspections at various project stages.
 - Ensured that all installations met quality standards.
- Monitor Budget Spending:
 - Tracked budget spending against the allocated budget.
 - Identified and addressed any unexpected costs.
- Provide Regular Updates:
 - Communicated project updates to stakeholders through regular reports.
 - Shared visuals and progress reports to maintain transparency.

Close Stage:

- Finalize Installations:
 - Completed the installation of all elements, ensuring they meet design specifications.
 - Addressed any outstanding tasks or adjustments.
- Document Changes:
 - Documented and communicated any changes made to the original project plan.
 - Updated project documentation to reflect as-built conditions.
- Final Quality Assessment:
 - Conducted a comprehensive final quality assessment.
 - Ensured that the renovated bathroom met or exceeded all quality standards.
- Seek Client Approval and Satisfaction:
 - Obtained formal approval from the client, ensuring satisfaction with the final result.

- Addressed any client concerns or feedback.
- Prepare for Project Closeout:
 - Initiated the formal project closeout process.
 - Verified project requirements were met.
- Archive Project Documents:
 - Organized and archived all project documents, including plans, reports, and correspondence.
 - Easy retrieval of documents for future reference.
- Celebrate Project Success:
 - Plan celebratory event to recognize the team's efforts.
 - Distributed rewards and acknowledgments for contributions.

PROJECT SCOPE FULFILLMENT

Did We Meet the Goals of the Project?

The project effectively achieved its primary objectives by transforming the bathroom into a spa-like space, incorporating specific fixtures, tiles, and enhancing storage and lighting elements as planned.

Are We Satisfied with the End Result?

Overall, the project team and stakeholders express satisfaction with the final outcome. The renovated bathroom successfully captures the envisioned spa-like ambiance, featuring the desired aesthetic and functional elements.

Did We Deliver?

While the project encountered a slight delay due to unexpected subfloor damage, the team responded promptly, addressing the issue and completing the project within the revised timeline.

Was It Worth the Cost?

The project expenses remained within the allocated budget range, and the results validate the incurred costs. The quality of materials, fixtures, and the overall transformation contribute to the perceived value of the investment.

Did We Do a Good Job of Anticipating and Mitigating Risk?

The project team effectively managed known risks, yet the unforeseen subfloor issue emphasized the challenge of anticipating all potential risks. The team's proactive response mitigated the impact, showcasing adaptability and ensuring project success.

Any Ideas for Improving Our Process?

Lessons learned from the project highlight the importance of comprehensive site assessments to uncover unexpected issues. Future improvements could involve enhancing the initial assessment process and conducting more detailed inspections.

LESSONS LEARNED**Comprehensive Site Assessments:**

Thorough site assessments are critical for uncovering potential hidden issues and mitigating unforeseen challenges. Enhancing the initial assessment process and conducting detailed inspections should be a priority in future projects to ensure comprehensive planning and risk management.

Proactive Risk Management:

The project highlighted the challenge of anticipating all potential risks. The importance of risk management and the ability to adapt to unexpected issues are paramount. Encouraging a proactive mindset among the project team ensures quick problem-solving and minimizes the impact of unexpected challenges.

Stakeholder Communication:

Regular communication with stakeholders is crucial for project success. Ensuring that stakeholders' expectations align with project progress and outcomes prevents misunderstandings and promotes collaboration. Incorporating structured check-ins with key stakeholders throughout the project should be a standard practice to maintain communication and transparency.

CELEBRATION, RECOGNITION, & FUTURE PROJECTS

In celebrating our bathroom renovation project, it's essential to recognize the efforts of our exceptional team members. Our main designer, Dill Manchego, brought a unique aesthetic vision to the project, contributing significantly to its overall appeal. Lead contractor Tony Capresé's craftsmanship and passion for quality work played a pivotal role in the project's successful execution. Additionally, the collective efforts of our project team members, including tile and wallpaper specialists, electricians, plumbers, and carpenters, showcased skill and precision in their respective tasks. To express our gratitude, each team member will receive personalized thank-you cards highlighting their contributions, along with thoughtful gifts that coincide with their interests and expertise.

In extending our appreciation beyond the team, we will acknowledge the partnership with our clients. A personalized thank-you card expressing gratitude for their collaboration, vision, and trust will accompany a thoughtful gift, such as a spa day or a customized home decor item reflecting the project's theme. Looking ahead to future projects, we aim to carry forward the momentum through the exchange of business cards among team members and clients, creating a foundation for future business connections, leaving room for more collaboration and the cultivation of lasting professional relationships.