

Project 5: Schedules and Accountability

Will Kouch

Arizona State University

TWC 436: Project Management In Technical Communication

Prof. Robb Kramer

November 14, 2023

PROJECT SCHEDULE

	DELIVERABLES	PREDECESSORS	WORK HOURS	START/END	DURATION	WORKERS
1	FOUNDATION		TBA	TBA	-	Project Manager, Designer
1.1	City approvals		TBA	TBA	-	Project Manager
1.2	Stakeholder Meeting		TBA	TBA	-	Project Manager
1.3	Site Assessment	1.2	TBA	TBA	-	Project Manager, Designer
2	PREPARATION		TBA	TBA	-	
2.1	Design + Fixture Selection	1.3	TBA	TBA	-	Designer, Project Manager
2.1.1	Bathroom Fixtures	2.1	TBA	TBA	-	Designer
2.1.2	Design	2.1.1	TBA	TBA	-	Project Manager
2.2	Project Planning	2.1.2	TBA	TBA	-	Project Manager
2.2.1	Schedule Overview	2.2	TBA	TBA	-	Project Manager
2.2.2	Resources	2.2.1	TBA	TBA	-	Project Manager, Contractor
2.2.3	Budget Overview	2.2.2	TBA	TBA	-	Budget Manager
2.3	Resource Procurement	2.2.3	TBA	TBA	-	Project Manager, Contractor
2.3.1	Material Overview	2.3	TBA	TBA	-	Project Manager, Contractor
3	CONSTRUCTION		TBA	TBA	-	Project Manager, Contractor
3.1	Demolition overview	2.3.1	TBA	TBA	-	Contractor
3.1.1	Demolish previous fixtures	3.1	TBA	TBA	-	Contractor
3.2	Tile selection	3.1.1	TBA	TBA	-	Tiler, Contractor
3.2.1	Tile installation	3.2	TBA	TBA	-	Tiler, Contractor
3.2.2	Installation review	3.2.1	TBA	TBA	-	Contractor
3.3	Select wallpaper	3.2.2	TBA	TBA	-	Wallpaper Specialist, Contractor
3.3.1	Install wallpaper	3.3	TBA	TBA	-	Wallpaper Specialist, Contractor
3.3.2	Installation review	3.3.1	TBA	TBA	-	Contractor
3.4	Storage overview	3.3.2	TBA	TBA	-	Carpenter, Contractor
3.4.1	Design shelving	3.4	TBA	TBA	-	Carpenter
3.4.2	Install shelving	3.4.1	TBA	TBA	-	Carpenter

	DELIVERABLES	PREDECESSORS	WORK HOURS	START/END	DURATION	WORKERS
3.5	Hardware overview	3.4.2	TBA	TBA	-	Electrician, Contractor
3.5.1	Lighting + hardware upgrade	3.5	TBA	TBA	-	Electrician
3.5.2	Lighting + hardware review	3.5.1	TBA	TBA	-	Contractor
3.6	Rug overview	3.5.2	TBA	TBA	-	Contractor
3.6.1	Rug work	3.6	TBA	TBA	-	Contractor
3.6.2	Rug review	3.6.1	TBA	TBA	-	Contractor
4	ASSESSMENT		TBA	TBA	-	
4.1	Progress meeting	3.6.2	TBA	TBA	-	Project Manager
4.1.1	Agenda review	4.1	TBA	TBA	-	Project Manager
4.1.2	Adjustment meeting	4.1.1	TBA	TBA	-	Project Manager
4.2	Quality control	4.1.2	TBA	TBA	-	Quality Inspector, Contractor
4.2.1	Inspection report	4.2	TBA	TBA	-	Project Manager
4.3	Budget review	4.2.1	TBA	TBA	-	Project Manager
4.4	Expense reports	4.3	TBA	TBA	-	Budget Manager
4.4.1	Communication check-in	4.4	TBA	TBA	-	Budget Manager
4.4.2	Progress meeting	4.4.1	TBA	TBA	-	Project Manager
4.5	Adjustments	4.4.2	TBA	TBA	-	Project Manager
5	FINAL STAGE		TBA	TBA	-	
5.1	Final inspection	4.5	TBA	TBA	-	Quality Inspector, Contractor
5.1.1	Inspection reports	5.1	TBA	TBA	-	Quality Inspector
5.2	Client feedback	5.1.1	TBA	TBA	-	Project Manager, Designer
5.2.1	Client survey	5.2	TBA	TBA	-	Project Manager, Designer
5.3	Milestone documentation	5.2.1	TBA	TBA	-	Project Team
5.3.1	Lessons documentation	5.3	TBA	TBA	-	Project Team
5.3.2	Achievements documentation	5.3.1	TBA	TBA	-	Project Team
5.4	Debrief & wrap-up	5.3.2	TBA	TBA	-	Project Team

GOAL STATEMENT

To establish accountability in our bathroom renovation project, we will uphold transparent and concise communication. Each team member will have clearly defined roles and responsibilities, ensuring that everyone understands their contribution to the project's success. Team meetings, overviews, and reviews will provide a platform for updates, feedback, and open discussions. By setting realistic goals and deadlines, we aim to center accountability, recognizing and celebrating our achievements. We strive to encourage collaboration in our renovation project, where challenges are viewed through a growth mindset. Constructive feedback and acknowledgment of milestones will be pivotal in fostering a positive and accountable project environment.