**Djack’s Restaurant Project**

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**MGMT404 Project Management**

**DeVry University**

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Contents

[Executive Summary 3](#_Toc349403223)

[Scope Statement 4](#_Toc349403224)

[Work Breakdown Structure 7](#_Toc349403225)

[Network Diagram 10](#_Toc349403226)

[Risk Management Plan 11](#_Toc349403227)

[Priority Matrix 11](#_Toc349403228)

[Defined Impact Scale 12](#_Toc349403229)

[Project Risks 13](#_Toc349403230)

[Project Risk Justifications 14](#_Toc349403231)

[Risk Ranking 18](#_Toc349403232)

[Resource Management Plan 19](#_Toc349403233)

[Assign Resources to Tasks 19](#_Toc349403234)

[Identify Resources that are over-allocated 20](#_Toc349403235)

[Gantt chart and Entry Table 21](#_Toc349403236)

[Scope Technical Requirements Review and Final Time and Costs 25](#_Toc349403237)

[Resource Costs: Resource Cost by Task 26](#_Toc349403238)

[Resource Cost Cross Tab – Cost by Work 31](#_Toc349403239)

[Level Project within available slack 41](#_Toc349403240)

[Entry Table 42](#_Toc349403241)

[Over-allocated resources 46](#_Toc349403242)

[Assuming Over-allocated Resources 46](#_Toc349403243)

[Communication Plan 47](#_Toc349403244)

[Participation Report: 51](#_Toc349403245)

# Executive Summary

Jean Luc Picard has approached us regarding the desire to open a new restaurant in the local area that serves family style food. He tried looking into the area demographics, restaurant design, and licensing, and construction himself, but discovered that it is more complicated than he had anticipated. As such, he has decided to hire Project Management 404 to help him overcome the project management issues that he is running into so that he can focus more on the details of the food and how he would like the restaurant to look. The restaurant should be 3000 – 4000 sq ft. with a fully functioning kitchen, In-House Soda brewing area and sufficient dining space. This project is expected to take no more than 6 months, and should finish well before that period has passed due to budgeting extra time into most areas to account for renovation delays that cannot be foreseen. Jean Luc Picard was able to specify our budget limit at $100,000. This means that the budget is a very tight budget however, it should be doable.

# Scope Statement

**Goal:** To open a 3000 – 4000 sq. ft. Restaurant named Djack’s in a local shopping area that serves home-style and family food, within 6 months costing no more than $100,000.

**Deliverables**

1. A 3000 – 4000 Sq. Ft. Restaurant building, ready to open.
2. A fully equipped professional kitchen with proper refrigeration and walk in freezer.
3. A fully equipped side area or section for In House Soda
4. A Fully developed menu with items costing between $8 to $15.

**Milestones:**

1. Signed Contract / Lease Agreement at a building location that meets the requirements for this restaurant. – March 1, 2013
2. Initial Menu presented – March 8, 2013
3. Approved Restaurant Design plans – March 22, 2013
4. Kitchen, Customer Seating and POS System purchased and installed – April 19, 2013
5. All Building and Initial Food and Health Inspections passed – April 26, 2013
6. State required Licenses acquired – April 26, 2013
7. Initial Menu Finalized – April 26,2013
8. Local Restaurant Supply Store, and Food Service contracts acquired – May 10, 2013
9. Staff Hired – May 10, 2013
10. Staff Training Complete -- May 20, 2013
11. Opening Day – May 22, 2013

* This project currently appears to have a lot of excess time allotted when considering the overall scope of 6 months. However, excess time was allotted during this phase for any issues that may arise and cause setbacks such as unable to find to an appropriate building location by the initial date, or building located but not yet complete or ordered kitchen equipment temporarily out of stock and unable to be delivered on time, etc.

**Technical Requirements:**

1. **Build and Health Code Requirements:** The restaurant must pass all building and health code requirements.
2. **In House Soda:** Must be sufficient for a minimum of 3 flavors
3. **Entertainment / Atmosphere:** Must be wired for sound and have decent locations for 2 – 3 TV’s
4. **Order taking / POS:**  Must be capable of accepting orders from a POS system that supports wireless devices and wireless transmission to the kitchen.
5. **Food Storage:**  Must be able to store at least 1 week of frozen food (estimated), and 3 days of Fresh food (estimated).
6. **Kitchen:** Must be capable of temporary storing, cleaning, containing, and cooking and delivering any food that is actively being prepared.
7. **Seating:** Design plan for customer seating must have adequate seating for customers, as plenty of space for the servers to have easy access to the kitchen, In house soda area, and Customer tables without causing excess congestion during busy time periods.
8. **AC/Heat:** Building must have adequate AC / Heat, so that customers are comfortable while eating.

**Limits and Exclusions:**

1. **Exterior:**  Will be limited to the general look of the building that is leased, to help reduce cost. Name Sign has been Ok’d for mounting to the exterior
2. **Interior:** Construction and work hours are only permitted between 7 a.m. and 6.pm. Interior will also be designed and constructed according to the approved design plan.
3. **Sub-Contractor:** The general contractor may sub contract work out other sources
4. **General Contractor:** The general contractor will be held responsible for the work of sub-contractors

# Work Breakdown Structure

Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
1
1 Djack's Restaurant
88.25 days?
Mon 2/18/13
Thu 6/20/13
2
1.1 Location Leased
7 days
Mon 2/18/13
Tue 2/26/13
3
1.1.1 Demographic Research for proper location
2 days
Mon 2/18/13
Tue 2/19/13
4
1.1.2 Suitable Building Located
5 days
Wed 2/20/13
Tue 2/26/13
5
1.1.2.1 Locate Several Appropriate Buildings
3 days
Wed 2/20/13
Fri 2/22/13
3
6
1.1.2.2 Determine Lease Costs
0.5 days
Mon 2/25/13
Mon 2/25/13
5
7
1.1.2.3 Choose Best Location and Cost
0.5 days
Mon 2/25/13
Mon 2/25/13
6
8
1.1.2.4 Sign Building Lease Agreement
1 day
Tue 2/26/13
Tue 2/26/13
7
9
1.2 Building Located and Lease Signed
0 days
Tue 2/26/13
Tue 2/26/13
8
10
1.3 Define Initial Menu
1.5 days
Wed 2/27/13
Thu 2/28/13
9
11
1.3.1 Appetizers
2 hrs
Wed 2/27/13
Wed 2/27/13
12
1.3.2 Entrée's
4 hrs
Wed 2/27/13
Wed 2/27/13
11
13
1.3.3 Desserts
2 hrs
Wed 2/27/13
Wed 2/27/13
12
14
1.3.4 Drinks (Pre Made)
2 hrs
Thu 2/28/13
Thu 2/28/13
13
15
1.3.5 Drinks (In House)
2 hrs
Thu 2/28/13
Thu 2/28/13
14
16
1.4 Initial Menu Presented
0 days
Thu 2/28/13
Thu 2/28/13
15
17
1.5 Restaurant Design
5 days
Thu 2/28/13
Thu 3/7/13
16
18
1.5.1  Kitchen
1.5 days
Thu 2/28/13
Fri 3/1/13
19
1.5.1.1 Storage
0.25 days
Thu 2/28/13
Thu 2/28/13
20
1.5.1.2 Prep Space
0.25 days
Thu 2/28/13
Thu 2/28/13
19
21
1.5.1.3 Cooking Space
0.25 days
Fri 3/1/13
Fri 3/1/13
20
22
1.5.1.4 Cleaning Space
0.25 days
Fri 3/1/13
Fri 3/1/13
21
23
1.5.1.5 Floors and Walls
0.25 days
Fri 3/1/13
Fri 3/1/13
22
24
1.5.1.6 POS Placement
0.25 days
Fri 3/1/13
Fri 3/1/13
23
25
1.5.2 In House Soda
1.75 days
Mon 3/4/13
Tue 3/5/13
26
1.5.2.1 Storage
0.25 days
Mon 3/4/13
Mon 3/4/13
24
27
1.5.2.2 Prep Space
0.25 days
Mon 3/4/13
Mon 3/4/13
26
28
1.5.2.3 Brewing
0.25 days
Mon 3/4/13
Mon 3/4/13
27
29
1.5.2.4 Dispensing
0.25 days
Mon 3/4/13
Mon 3/4/13
28
30
1.5.2.5 Display
0.25 days
Tue 3/5/13
Tue 3/5/13
29
31
1.5.2.6 Floors and Walls
0.25 days
Tue 3/5/13
Tue 3/5/13
30
32
1.5.2.7 POS Placement
0.25 days
Tue 3/5/13
Tue 3/5/13
31
33
1.5.3 Dining Room
1.25 days
Tue 3/5/13
Wed 3/6/13
34
1.5.3.1 Tables and Chairs
0.25 days
Tue 3/5/13
Tue 3/5/13
32
35
1.5.3.2 Flatware
0.25 days
Wed 3/6/13
Wed 3/6/13
34
36
1.5.3.3 Decorations
0.5 days
Wed 3/6/13
Wed 3/6/13
35
37
1.5.3.4 POS Placements
0.25 days
Wed 3/6/13
Wed 3/6/13
36
38
1.5.4 Design Approval
0.5 days
Thu 3/7/13
Thu 3/7/13
37
39
1.6 Restaurant Design Approved
0 days
Thu 3/7/13
Thu 3/7/13
38
40
1.7 Local Restaurant Supply Store and Food Service Contracts
4 days
Thu 3/7/13
Wed 3/13/13
39
41
1.7.1 Locate Local Restaurant Supply Store
1.5 days
Tue 3/12/13
Wed 3/13/13
42
1.7.1.1 Locate Local Restaurant Supply Store
1 day
Tue 3/12/13
Tue 3/12/13
43
1.7.1.2 Determine If best to purchase A la carte, or Contract
0.5 days
Wed 3/13/13
Wed 3/13/13
42
44
1.7.2 Locate Local Food Service Supplier
1.5 days
Thu 3/7/13
Fri 3/8/13
45
1.7.2.1 Locate Local Food Service Supplier(s)
1 day
Thu 3/7/13
Fri 3/8/13
46
1.7.2.2 Determine If best to purchase A la carte, or Contract
0.5 days
Fri 3/8/13
Fri 3/8/13
45
47
1.8 Supply Store and Food Service Contracts Obtained
0 days
Wed 3/13/13
Wed 3/13/13
46,43
48
1.9 Restaurant Installation
32 days?
Wed 3/13/13
Fri 4/26/13
47
49
1.9.1 Install All Flooring and Walls 
7 days
Wed 3/13/13
Fri 3/22/13
50
1.9.2 Pass Initial Building Inspections
1 day
Fri 3/22/13
Mon 3/25/13
49
51
1.9.3 Kitchen
21 days?
Mon 3/25/13
Tue 4/23/13
50
52
1.9.3.1 Storage
7 days
Mon 3/25/13
Wed 4/3/13
53
1.9.3.1.1 Purchase Freezer
1 day
Mon 3/25/13
Tue 3/26/13
54
1.9.3.1.2 Freezer Delivery Time
7 days
Mon 3/25/13
Wed 4/3/13
55
1.9.3.1.3 Install Freezer
1 day
Mon 3/25/13
Tue 3/26/13
56
1.9.3.1.4 Purchase and Install Refrigerator
1 day
Mon 3/25/13
Tue 3/26/13
57
1.9.3.1.5 Refrigerator Delivery Time
7 days
Mon 3/25/13
Wed 4/3/13
58
1.9.3.1.6 Install Refrigerator
1 day
Mon 3/25/13
Tue 3/26/13
Page 1


Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
59
1.9.3.2 Prep Space
21 days
Mon 3/25/13
Tue 4/23/13
60
1.9.3.2.1 Purchase and Install Counters
14 days
Mon 3/25/13
Fri 4/12/13
61
1.9.3.2.2 Purchase and install Cabinets
21 days
Mon 3/25/13
Tue 4/23/13
62
1.9.3.2.3 Purchase and Install other Small Appliances
4 days
Fri 4/12/13
Thu 4/18/13
60
63
1.9.3.2.4 Purchase and Install Sink
1 day
Fri 4/12/13
Mon 4/15/13
60
64
1.9.3.3 Cooking Space
10 days?
Mon 3/25/13
Mon 4/8/13
65
1.9.3.3.1 Purchase and install Oven/Range
10 days
Mon 3/25/13
Mon 4/8/13
66
1.9.3.3.2 <New Task>
1 day?
Mon 3/25/13
Tue 3/26/13
67
1.9.3.3.3 Purchase and Install Food Pass
10 days
Mon 3/25/13
Mon 4/8/13
68
1.9.3.4 Cleaning Space
9 days
Mon 3/25/13
Fri 4/5/13
69
1.9.3.4.1 Purchase and Install Counters
7 days
Mon 3/25/13
Wed 4/3/13
70
1.9.3.4.2 Purchase and Install 3 Basin Sink
2 days
Wed 4/3/13
Fri 4/5/13
69
71
1.9.3.4.3 Purchase and Install Dishwasher
1 day
Wed 4/3/13
Thu 4/4/13
69
72
1.9.4 In House Soda
19 days
Wed 3/13/13
Tue 4/9/13
73
1.9.4.1 Storage
7 days
Wed 3/13/13
Fri 3/22/13
76
1.9.4.2 Purchase and Install Counters for Prep Space
14 days
Wed 3/13/13
Tue 4/2/13
77
1.9.4.3 Purchase and Install Brewing Equipment
7 days
Wed 3/13/13
Fri 3/22/13
78
1.9.4.4 Purchase and Install Approppriate Dispensery
7 days
Fri 3/22/13
Tue 4/2/13
77
79
1.9.4.5 Purchase and Install Display Case
5 days
Tue 4/2/13
Tue 4/9/13
76,78
80
1.9.5 Pass Building Inspections for Plumbing and Gas
2 days
Tue 4/23/13
Thu 4/25/13
51,72
81
1.9.6 Dining Room
14 days
Wed 3/13/13
Tue 4/2/13
82
1.9.6.1 Purchase and Install Tables and Chairs
14 days
Wed 3/13/13
Tue 4/2/13
83
1.9.6.2 Purchase and Install Decorations
7 days
Wed 3/13/13
Fri 3/22/13
84
1.9.6.3 Purchase and Install/Store Flatware
7 days
Wed 3/13/13
Fri 3/22/13
85
1.9.7 Purchase and Install POS System
3 days
Tue 4/23/13
Fri 4/26/13
81,51,72
86
1.9.8 Installation Completed
0 days
Fri 4/26/13
Fri 4/26/13
85
87
1.10 Inspections and Licensing
14 days
Fri 4/26/13
Thu 5/16/13
86
88
1.10.1 Pass any other General Building Inspections
7 days
Fri 4/26/13
Tue 5/7/13
89
1.10.2 Pass Initial Health Inspection
1 day
Fri 4/26/13
Mon 4/29/13
90
1.10.3 Obtain Required State Licensing
14 days
Fri 4/26/13
Thu 5/16/13
91
1.10.4 Obtain Tax License
14 days
Fri 4/26/13
Thu 5/16/13
92
1.10.5 Obtain Business Operations License
14 days
Fri 4/26/13
Thu 5/16/13
93
1.10.6 Obtain Any Other Special Licenses that may be required
14 days
Fri 4/26/13
Thu 5/16/13
94
1.11 Inspections Passed
0 days
Thu 5/16/13
Thu 5/16/13
88,89,90,91,92,93
95
1.12 Finalize Menu
1.75 days
Thu 5/16/13
Mon 5/20/13
94
96
1.12.1 Appetizers
2 hrs
Thu 5/16/13
Thu 5/16/13
97
1.12.2 Entrée's
4 hrs
Thu 5/16/13
Fri 5/17/13
96
98
1.12.3 Desserts
2 hrs
Fri 5/17/13
Fri 5/17/13
97
99
1.12.4 Drinks (Pre Made)
2 hrs
Fri 5/17/13
Fri 5/17/13
98
100
1.12.5 Drinks (In House)
4 hrs
Fri 5/17/13
Mon 5/20/13
99
101
1.13 Menu Finalized
0 days
Mon 5/20/13
Mon 5/20/13
100
102
1.14 Hire Staff
10 days
Mon 5/20/13
Mon 6/3/13
101
103
1.14.1 Hire Chef
10 days
Mon 5/20/13
Mon 6/3/13
104
1.14.2 Hire Cooks
10 days
Mon 5/20/13
Mon 6/3/13
105
1.14.3 Hire Hostess
10 days
Mon 5/20/13
Mon 6/3/13
106
1.14.4 Hire Waiters
10 days
Mon 5/20/13
Mon 6/3/13
Page 2


Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
107
1.14.5 Hire Busser
10 days
Mon 5/20/13
Mon 6/3/13
108
1.15 Initial Stock and Prep
4 days
Mon 6/3/13
Fri 6/7/13
107
109
1.15.1 Stock Kitchen
1 day
Mon 6/3/13
Tue 6/4/13
110
1.15.2 Setup Tables
1 day
Mon 6/3/13
Tue 6/4/13
111
1.15.3 Brew Initial In House Drinks
4 days
Mon 6/3/13
Fri 6/7/13
112
1.16 Staff Training
8 days
Fri 6/7/13
Wed 6/19/13
111
113
1.16.1 Training Day 1
1 day
Fri 6/7/13
Mon 6/10/13
114
1.16.2 Training Day 2
1 day
Mon 6/10/13
Tue 6/11/13
113
115
1.16.3 Training Day 3
1 day
Tue 6/11/13
Wed 6/12/13
114
116
1.16.4 Trial Run 1
1 day
Wed 6/12/13
Thu 6/13/13
115
117
1.16.5 Training Day 4
1 day
Thu 6/13/13
Fri 6/14/13
116
118
1.16.6 Training Day 5
1 day
Fri 6/14/13
Mon 6/17/13
117
119
1.16.7 Training Day 6
1 day
Mon 6/17/13
Tue 6/18/13
118
120
1.16.8 Trial Run 2
1 day
Tue 6/18/13
Wed 6/19/13
119
121
1.17 Staff Hired and Trained
0 days
Wed 6/19/13
Wed 6/19/13
120
122
1.18 Re-stock anything that needs to be restocked from training
1 day
Wed 6/19/13
Thu 6/20/13
121
123
1.19 Opening Day
0 days
Thu 6/20/13
Thu 6/20/13
122
Page 3


# Network Diagram



# Risk Management Plan

## Priority Matrix

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Time** | **Performance** | **Cost** |
| **Constrain** |  |  | X |
| **Enhance** |  | X |  |
| **Accept** | X |  |  |

* Small budget means that cost needs to minimized or constrained where possible
* Performance should be enhanced through design and function
* Time will be accepted as there may be things outside of our control, and may need to be adjusted in order to maintain budget

**Risk Management Plan (Cont.)**

## Defined Impact Scale

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Objective** | **1 - Very Low** | **2 - Low** | **3 - Moderate** | **4 - High** | **5 - Very High** |
| **Cost** | Insignificant | 5% - 10% | 11% - 20% | 21% - 35% | > 35% |
| **Time** | Insignificant | 5% Time Increase | 10% Time Increase | 20% Time Incease | > 20% Increase |
| **Scope** | Barely Noticeable | Minor Changes | Major Changes | Reduction Unacceptable | Failed |
| **Quality** | Barely Noticeable | Only very minor aspects affected | Quality reduction - Approval Required | Reduction Unacceptable | Failed |

**Risk Management Plan (Cont.)**

## Project Risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Risks** |  |  |  |  |
|  | **Risk Issue** | **Likelihood** | **Impact** | **Detection Difficulty** | **When** |
| **1** | Appropriate Building Located and Leased | 3 | 5 | 2 | Start of Project |
| **2** | Indecision on Menu | 1 | 3 | 1 | Post Building Lease |
| **3** | Design Issues | 3 | 5 | 1 | Post Building Lease |
| **4** | Supplier Contract Issues | 2 | 4 | 4 | Post Installation |
| **5** | Installation Issues (Unavoidable construction issues) | 4 | 4 | 5 | During Installation |
| **6** | Inspections and Licensing Issues | 2 | 5 | 3 | During and Post Installation |
| **7** | Finalize Menu | 1 | 4 - 5 | 3 | Post Installation / Pre Open |
| **8** | Hire Staff | 2 | 4 | 2 | Post Installation / Pre Open |
| **9** | Train Staff | 2 | 3 | 3 | Post Installation / Pre Open |
| **10** | Stock and Prepare Issues | 2 | 4 | 3 | Post Installation/ Pre Open |
|  |  |  |  |  |  |

**Risk Management Plan (Cont.)**

## Project Risk Justifications

1. Appropriate Building Located and Leased - Has a moderate likelihood that there will be issues locating an appropriate building due to multiple constraints such as cost/month, location, and zoning laws that all need to be verified before any lease can be signed. The impact is very high because without a building there can be no restaurant. Detection difficulty on this should be easy, because these are all things that have to be checked before anything can be signed.

2. Indecision on Menu - Likelihood of this occurring is very low because in general the restaurant owner should already know what type of restaurant they want to open. Impact is at moderate because what the restaurant will server will determine what type of storage/preparation/cooking areas will be required, which could potentially affect the design of the restaurant if there is specialty equipment involved. Detection difficulty for this is low because it should be easy to determine if the restaurant owner is undecided.

3. Design Issues - Likelihood is at moderate levels because the initial dimensions of the restaurant are currently unknown and those dimensions may generate design issues that have to be worked around, and approved. This could potentially increase the time of the project if design revisions have to be exchanged and redone several times before approval is given. Detection difficulty on this is minimal because we know in advance that the building for the restaurant will be a pre-built building instead of a new custom building.

**Risk Management Plan (Cont.)**

4. Supplier Contract issues - Likelihood is set to low because this should be nothing more than locating and formalizing contract agreements to have the necessary supplies supplied once the restaurant is completed. Impact is still high because if there is an unavoidable contract or agreement issue it could increase the time required to open the restaurant. Difficulty detection is high because you will be working with a third party company that is outside of your direct control.

5. Installation issues - This is marked at high because in every form of construction or renovation there will be unknown and unavoidable construction expenses that will arise. These expenses could have a high impact on the cost and time of the project (very high means something went wrong in planning and design). Detection Difficulty is at very high because some issues may not even present themselves until you are midway through the installation process.

6. Inspections and Licensing issues - As this restaurant is being properly planned out the likelihood of this occurring is low, although it's impact is very high because if inspections and licenses are not acquired the restaurant will not be allowed to open. Detection difficulty is listed as moderate only because even though the designs and installation say everything is to code and inspector could still say otherwise.

**Risk Management Plan (Cont.)**

7. Finalize the Menu - Likelihood of issues occurring here are very low because there should only be a few minor changes made to the menu that do not require changes to any of the restaurant designs because the initial menu will be used to determine the restaurant design. Potential Impact is listed as high to very high because major to extreme changes in the menu could potentially cause the restaurant owner to ask for something that was not in the original design plan. Detection difficulty is at Moderate because any change at this point to the menu needs to be approved because it will be the menu that the restaurant opens with.

8. Hire Staff - Likelihood of issues occurring here is low. Even if there are some issues hiring staff, that process should not cause the project time to increase by more than 5% unless something drastically goes wrong. It has a High Impact level because without staff you cannot operate a restaurant very well, and it's detection difficulty is at low because there really shouldn't be an issue with hiring people unless you are looking for employee skills that are outside the scope of the restaurant (i.e. 5 star gourmet chef, for a family style restaurant)

9. Train Staff - Likelihood is low because by the time the staff have been hired the building should be complete and the training process should proceed as planned. Impact is listed at Moderate because if the staff is not successfully trained the restaurant opening will need to be delayed until they are properly trained. This is also why 2 trial runs have been scheduled.

**Risk Management Plan (Cont.)**

10. Stock and Prepare Issues – likelihood is low , with a fully developed menu that has been finalized the restaurant should know what it needs for opening day and should be able to be properly stocked in time for the restaurant opening. Impact of a stock issue is marked as moderately because it will affect the overall launch of the restaurant (you do not want to be running out of food on the first day). Detection difficulty is set at Moderate because all you can do is estimate how much food you think you will need for the first few days and stock based on those numbers, If you have a rush on particular items it may be hard to keep everything stocked until the restaurant develops a better business rhythm.

**Risk Management Plan (Cont.)**

## Risk Ranking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Ranking** | **Likelihood** | **Impact** | **Detection Difficulty** | **Risk Rating** |
| Installation Issues (Unavoidable construction issues) | 4 | 4 | 5 | 80 |
| Supplier Contract Issues | 2 | 4 | 4 | 32 |
| Appropriate Building Located and Leased | 3 | 5 | 2 | 30 |
| Inspections and Licensing Issues | 2 | 5 | 3 | 30 |
| Hire Staff | 3 | 4 | 2 | 24 |
| Stock and Prepare Issues | 2 | 4 | 3 | 24 |
| Train Staff | 2 | 3 | 3 | 18 |
| Design Issues | 3 | 5 | 1 | 15 |
| Finalize Menu | 1 | 4 | 1 | 4 |
| Indecision on Menu | 1 | 3 | 1 | 3 |

# Resource Management Plan

## Assign Resources to Tasks

We allocated and assigned all “work” related first, and then went back and assigned material resources. Below is our resource sheet.



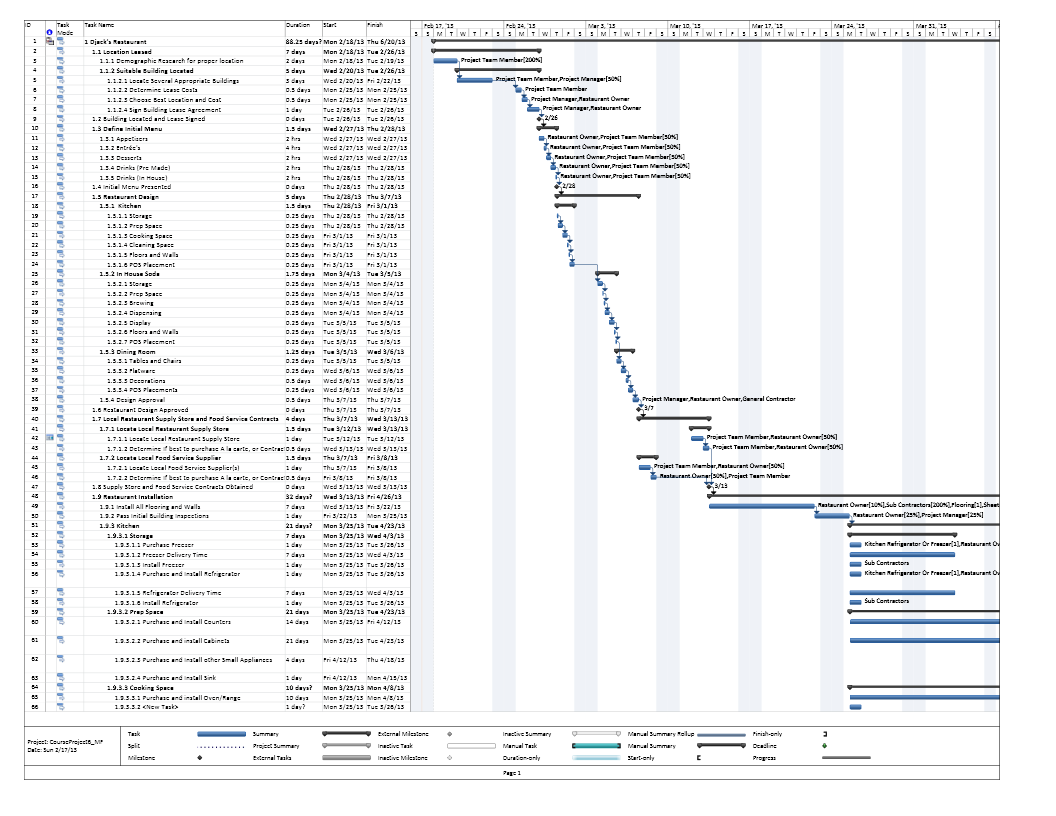
**Resource Management Plan (Cont.)**

## Identify Resources that are over-allocated

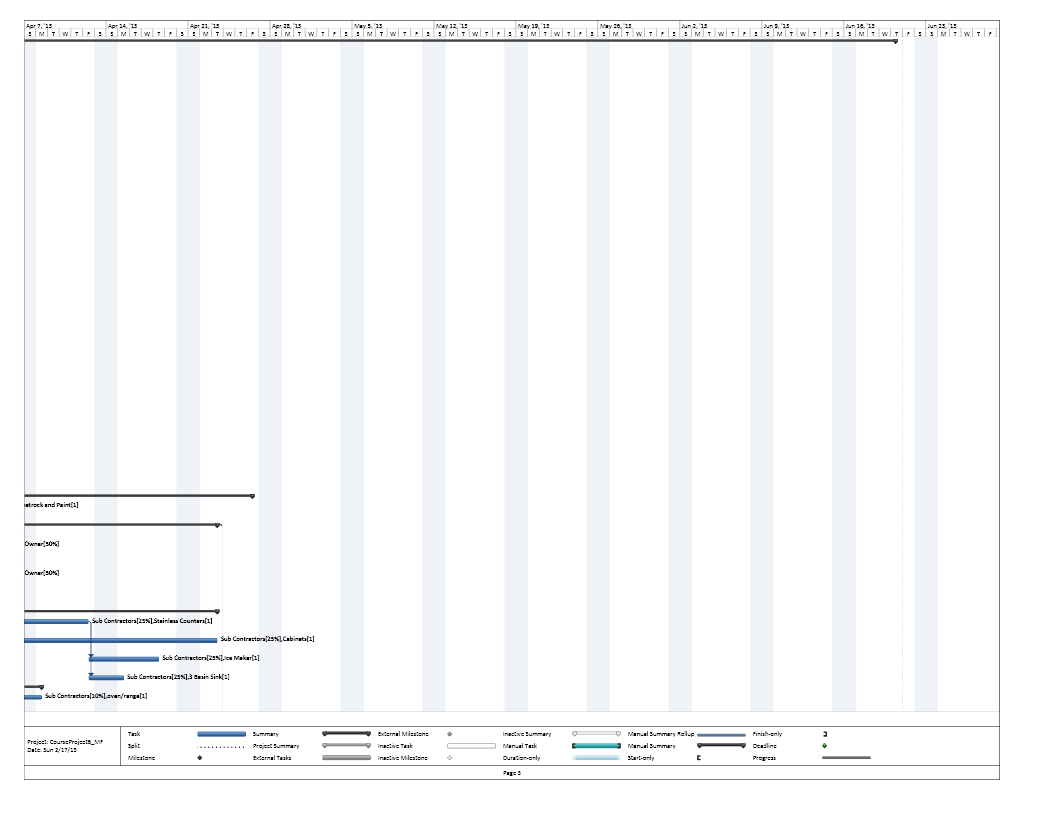
We actually dealt with over-allocated resources as the appeared. The resources that we had the most issues with being over-allocated were the Restaurant Owner, General Contractor and Sub Contractors.

**Resource Management Plan (Cont.)**

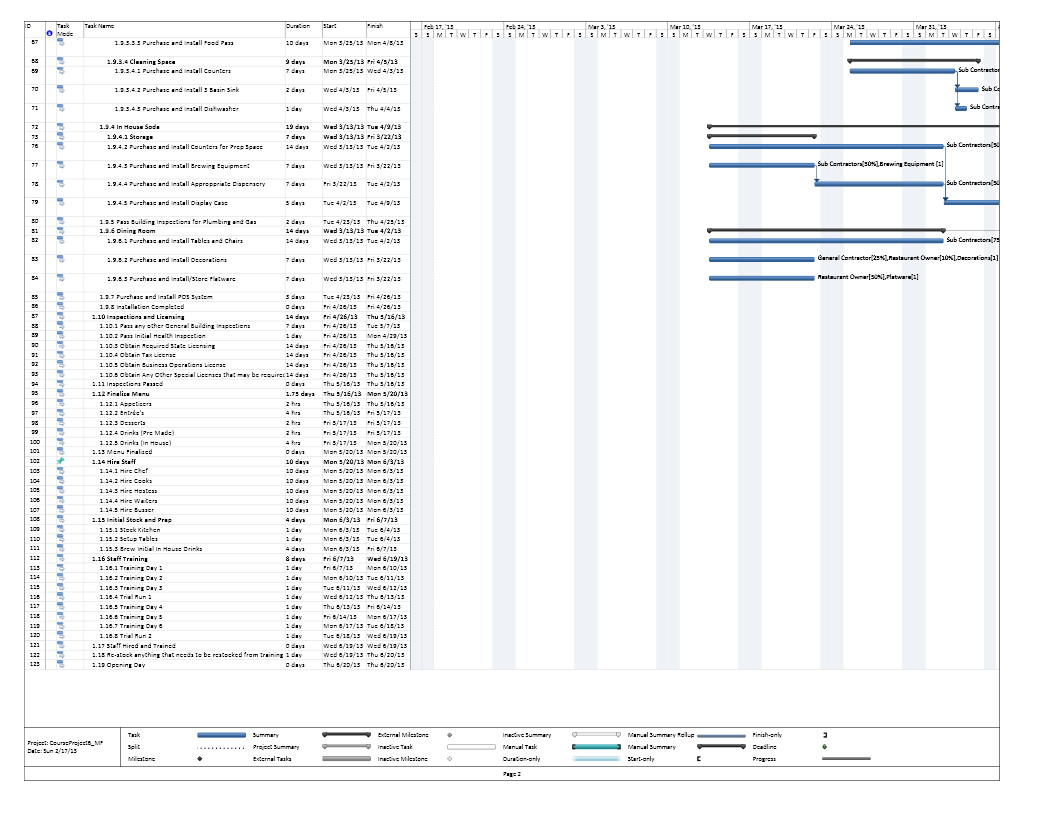
## Gantt chart and Entry Table



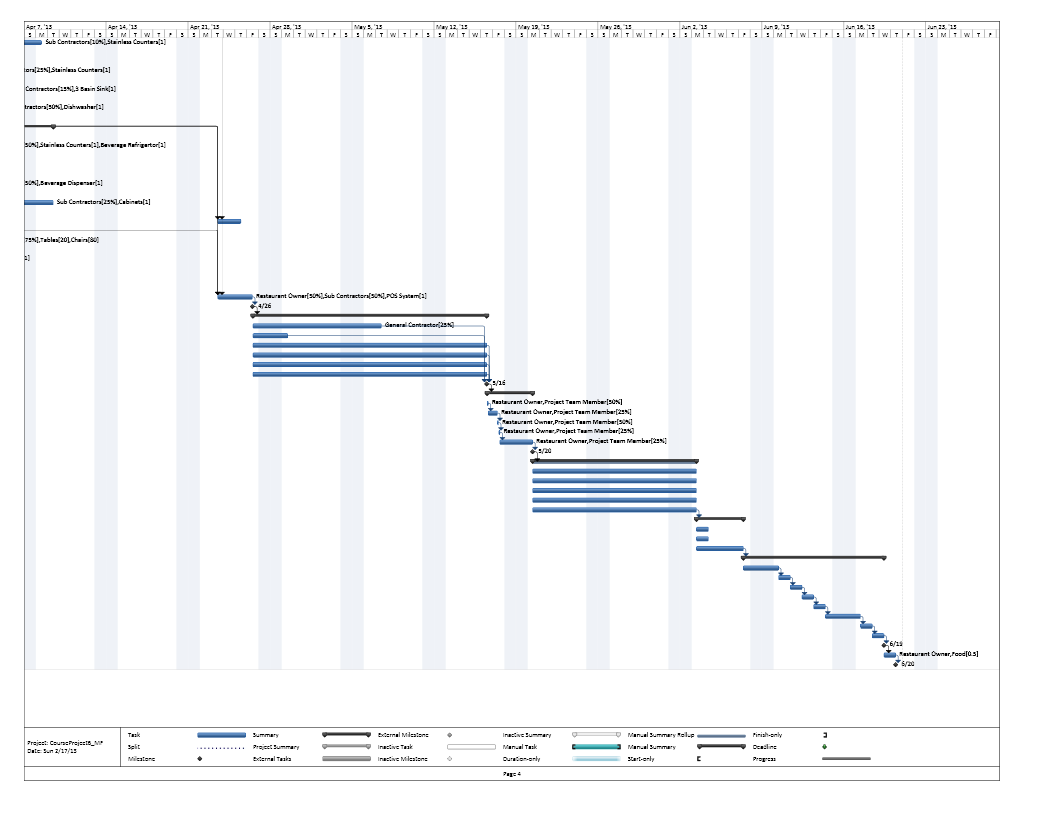
**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**

### Scope Technical Requirements Review and Final Time and Costs

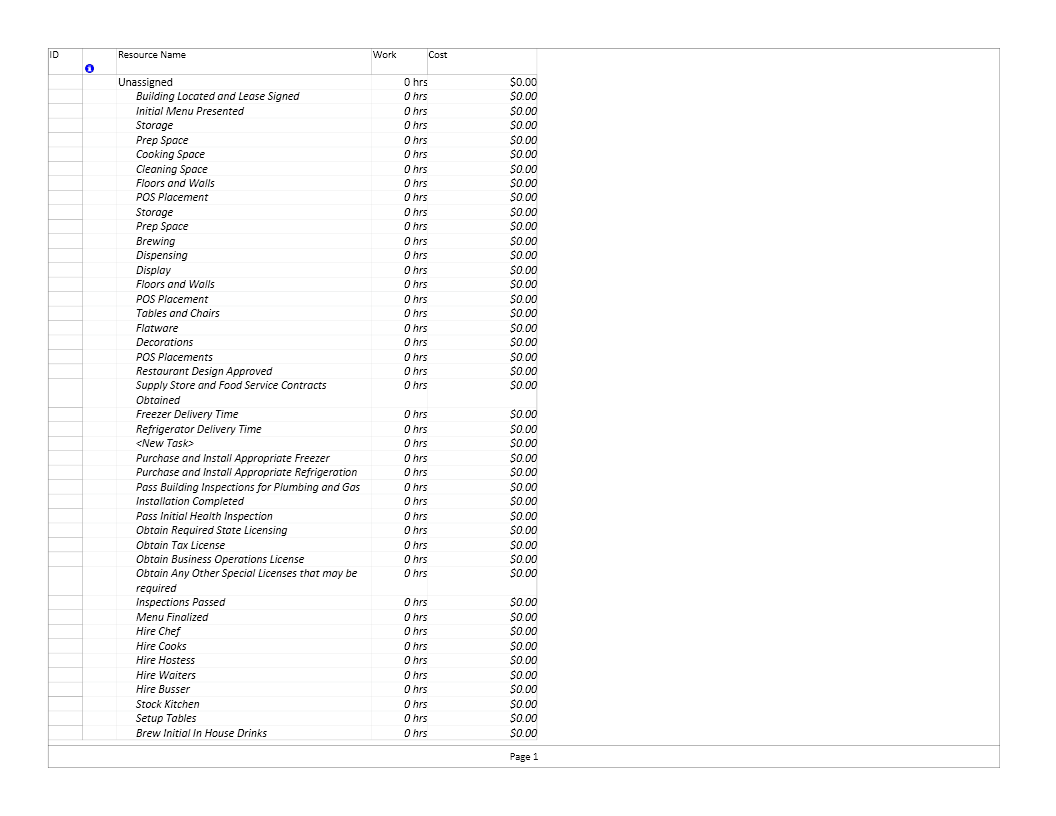
**Technical Requirements:**

1. **Build and Health Code Requirements:** The restaurant must pass all building and health code requirements. - Inspections and Licensing have been included within the project to ensure this quality level.
2. **In House Soda:** Must be sufficient for a minimum of three flavors - Brewing Area to be designed will accommodate this requirement.
3. **Entertainment / Atmosphere:** Must be wired for sound and have decent locations for 2 – 3 TV’s - Given the size of the location this will be taken into account in the restaurant design.
4. **Order taking / POS:**  Must be capable of accepting orders from a POS system that supports wireless devices and wireless transmission to the kitchen. - POS purchase system is up to the restaurant owner; however, the restaurant will be able to support any POS system that is purchased.
5. **Food Storage:**  Must be able to store at least 1 week of frozen food (estimated), and 3 days of Fresh food (estimated). - Restaurant Freezer and Refrigerator needs should be met in the design with the installation of the freezer and refrigerator.
6. **Kitchen:** Must be capable of temporary storing, cleaning, containing, and cooking and delivering any food that is actively being prepared. - Will be taken into consideration during the restaurant design phase and include everything required.
7. **Seating:** Design plan for customer seating must have adequate seating for customers, as plenty of space for the servers to have easy access to the kitchen, In house soda area, and Customer tables without causing excess congestion during busy periods.
8. **AC/Heat:** Building must have adequate AC / Heat, so that customers are comfortable while eating. - This requirement should be included with the building that is purchased and taken into consideration when choosing the location.

The Project is currently within budget at $98,302 (budgeted $100,000), and 88.25 days (budgeted 6 months),

**Resource Management Plan (Cont.)**

## Resource Costs: Resource Cost by Task



**Resource Management Plan (Cont.)**

Machine generated alternative text:  
ID
 
Resource Name
 
Work
 
Cost
Training Day 1
0 hrs
$0.00
Training Day 2
0 hrs
$0.00
Training Day 3
0 hrs
$0.00
Trial Run 1
0 hrs
$0.00
Training Day 4
0 hrs
$0.00
Training Day 5
0 hrs
$0.00
Training Day 6
0 hrs
$0.00
Trial Run 2
0 hrs
$0.00
Staff Hired and Trained
0 hrs
$0.00
1
Project Manager
39 hrs
$1,560.00
Locate Several Appropriate Buildings
12 hrs
$480.00
Choose Best Location and Cost
4 hrs
$160.00
Sign Building Lease Agreement
8 hrs
$320.00
 Kitchen
3 hrs
$120.00
In House Soda
3.5 hrs
$140.00
Dining Room
2.5 hrs
$100.00
Design Approval
4 hrs
$160.00
Pass Initial Building Inspections
2 hrs
$80.00
Opening Day
0 hrs
$0.00
2
Restaurant Owner
429.2 hrs
$8,584.00
Choose Best Location and Cost
4 hrs
$80.00
Sign Building Lease Agreement
8 hrs
$160.00
Appetizers
2 hrs
$40.00
Entrée's
4 hrs
$80.00
Desserts
2 hrs
$40.00
Drinks (Pre Made)
2 hrs
$40.00
Drinks (In House)
2 hrs
$40.00
 Kitchen
6 hrs
$120.00
In House Soda
7 hrs
$140.00
Dining Room
5 hrs
$100.00
Design Approval
4 hrs
$80.00
Locate Local Restaurant Supply Store
4 hrs
$80.00
Determine If best to purchase A la carte, or 
Contract
2 hrs
$40.00
Locate Local Food Service Supplier(s)
4 hrs
$80.00
Determine If best to purchase A la carte, or 
Contract
2 hrs
$40.00
Install All Flooring and Walls 
5.6 hrs
$112.00
Pass Initial Building Inspections
2 hrs
$40.00
Purchase Freezer
4 hrs
$80.00
Purchase and Install Refrigerator
4 hrs
$80.00
Purchase and Install Decorations
5.6 hrs
$112.00
Purchase and Install/Store Flatware
28 hrs
$560.00
Purchase and Install POS System
12 hrs
$240.00
Inspections and Licensing
112 hrs
$2,240.00
Appetizers
2 hrs
$40.00
Page 2


**Resource Management Plan (Cont.)**

Machine generated alternative text:  
ID
 
Resource Name
 
Work
 
Cost
Entrée's
4 hrs
$80.00
Desserts
2 hrs
$40.00
Drinks (Pre Made)
2 hrs
$40.00
Drinks (In House)
4 hrs
$80.00
Hire Staff
80 hrs
$1,600.00
Initial Stock and Prep
32 hrs
$640.00
Staff Training
64 hrs
$1,280.00
Re-stock anything that needs to be restocked 
from training
8 hrs
$160.00
Opening Day
0 hrs
$0.00
3
General Contractor
224 hrs
$6,720.00
Design Approval
4 hrs
$120.00
Restaurant Installation
192 hrs
$5,760.00
Purchase and Install Decorations
14 hrs
$420.00
Pass any other General Building Inspections
14 hrs
$420.00
4
Sub Contractors
462.4 hrs
$9,248.00
Install All Flooring and Walls 
112 hrs
$2,240.00
Install Freezer
8 hrs
$160.00
Install Refrigerator
8 hrs
$160.00
Purchase and Install Counters
28 hrs
$560.00
Purchase and install Cabinets
42 hrs
$840.00
Purchase and Install other Small Appliances
8 hrs
$160.00
Purchase and Install Sink
2 hrs
$40.00
Purchase and install Oven/Range
8 hrs
$160.00
Purchase and Install Food Pass
8 hrs
$160.00
Purchase and Install Counters
14 hrs
$280.00
Purchase and Install 3 Basin Sink
2.4 hrs
$48.00
Purchase and Install Dishwasher
4 hrs
$80.00
Purchase and Install Counters for Prep Space
56 hrs
$1,120.00
Purchase and Install Brewing Equipment
28 hrs
$560.00
Purchase and Install Approppriate Dispensery
28 hrs
$560.00
Purchase and Install Display Case
10 hrs
$200.00
Purchase and Install Tables and Chairs
84 hrs
$1,680.00
Purchase and Install POS System
12 hrs
$240.00
5
Project Team Member
414.5 hrs
$8,290.00
Demographic Research for proper location
32 hrs
$640.00
Locate Several Appropriate Buildings
24 hrs
$480.00
Determine Lease Costs
4 hrs
$80.00
Appetizers
1 hr
$20.00
Entrée's
2 hrs
$40.00
Desserts
1 hr
$20.00
Drinks (Pre Made)
1 hr
$20.00
Drinks (In House)
1 hr
$20.00
 Kitchen
12 hrs
$240.00
In House Soda
14 hrs
$280.00
Dining Room
10 hrs
$200.00
Page 3


**Resource Management Plan (Cont.)**

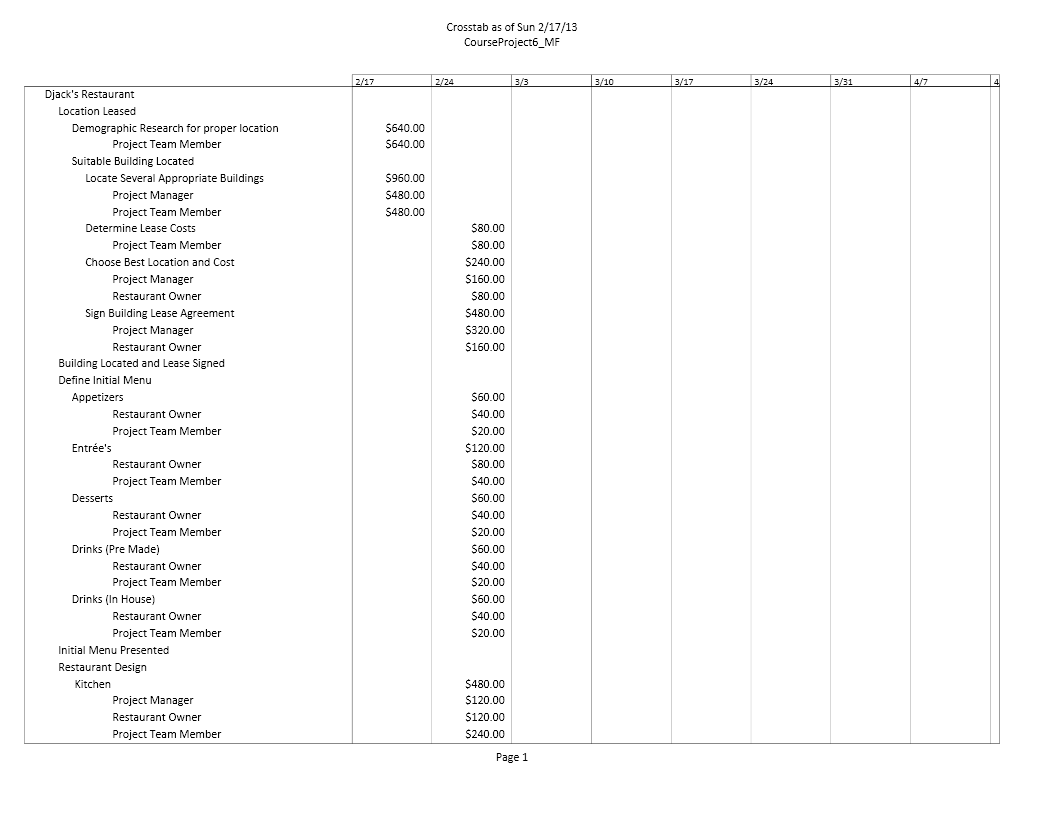
Machine generated alternative text:  
ID
 
Resource Name
 
Work
 
Cost
Locate Local Restaurant Supply Store
8 hrs
$160.00
Determine If best to purchase A la carte, or 
Contract
2 hrs
$40.00
Locate Local Food Service Supplier(s)
8 hrs
$160.00
Determine If best to purchase A la carte, or 
Contract
2 hrs
$40.00
Appetizers
1 hr
$20.00
Entrée's
1 hr
$20.00
Desserts
1 hr
$20.00
Drinks (Pre Made)
0.5 hrs
$10.00
Drinks (In House)
1 hr
$20.00
Hire Staff
160 hrs
$3,200.00
Staff Training
128 hrs
$2,560.00
6
Stainless Counters
4
$2,400.00
Purchase and Install Counters
1
$600.00
Purchase and Install Food Pass
1
$600.00
Purchase and Install Counters
1
$600.00
Purchase and Install Counters for Prep Space
1
$600.00
7
3 Basin Sink
2
$850.00
Purchase and Install Sink
1
$425.00
Purchase and Install 3 Basin Sink
1
$425.00
8
oven/range
1
$3,500.00
Purchase and install Oven/Range
1
$3,500.00
9
Cabinets
2
$4,000.00
Purchase and install Cabinets
1
$2,000.00
Purchase and Install Display Case
1
$2,000.00
10
Kitchen Refrigerator Or Freezer
2
$10,000.00
Purchase Freezer
1
$5,000.00
Purchase and Install Refrigerator
1
$5,000.00
11
Beverage Refrigertor
1
$1,700.00
Purchase and Install Counters for Prep Space
1
$1,700.00
12
Dishwasher
1
$4,000.00
Purchase and Install Dishwasher
1
$4,000.00
13
Commercial Faucets
0
$0.00
14
Ice Maker
1
$2,300.00
Purchase and Install other Small Appliances
1
$2,300.00
15
Flatware
0
$0.00
16
Platware
1
$500.00
Purchase and Install/Store Flatware
1
$500.00
17
Table Accessories
0
$0.00
18
Glasses
0
$0.00
19
Beverage Dispenser
1
$5,000.00
Purchase and Install Approppriate Dispensery
1
$5,000.00
20
Tables
20
$100.00
Purchase and Install Tables and Chairs
20
$100.00
21
Chairs
80
$50.00
Page 4


**Resource Management Plan (Cont.)**

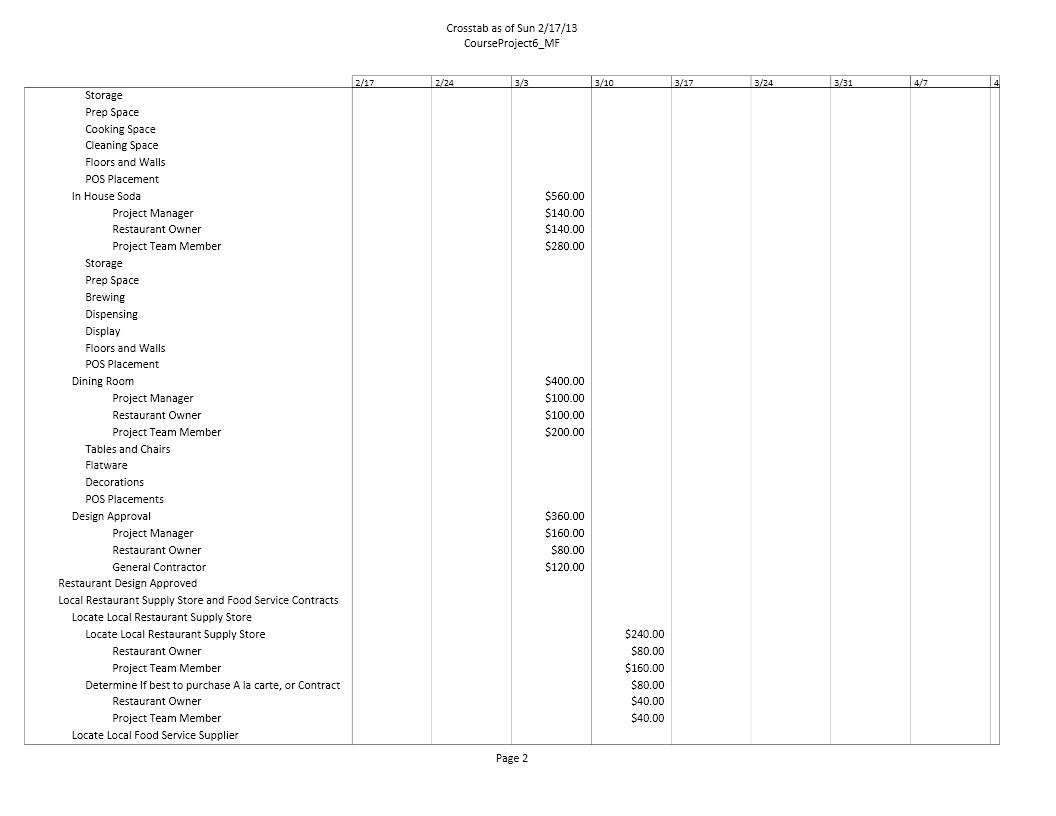
Machine generated alternative text:  
ID
 
Resource Name
 
Work
 
Cost
Purchase and Install Tables and Chairs
80
$50.00
22
Fryer
0
$0.00
23
Food
1.5
$3,000.00
Initial Stock and Prep
1
$1,500.00
Re-stock anything that needs to be restocked 
from training
0.5
$1,500.00
24
Flooring
1
$12,000.00
Install All Flooring and Walls 
1
$12,000.00
25
Sheetrock and Paint
1
$5,000.00
Install All Flooring and Walls 
1
$5,000.00
26
Brewing Equipment 
1
$3,000.00
Purchase and Install Brewing Equipment
1
$3,000.00
27
Decorations
1
$500.00
Purchase and Install Decorations
1
$500.00
28
POS System
1
$3,500.00
Purchase and Install POS System
1
$3,500.00
29
Licenses
1
$2,500.00
Inspections and Licensing
1
$2,500.00
Page 5


**Resource Management Plan (Cont.)**

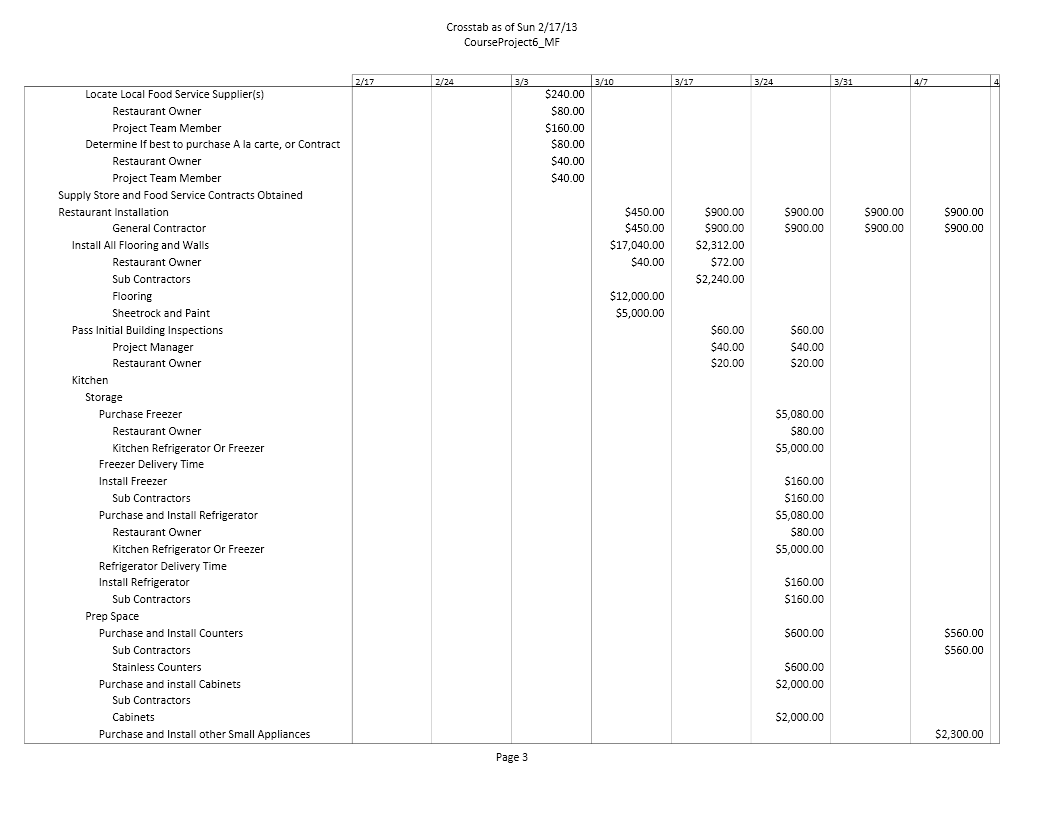
## Resource Cost Cross Tab – Cost by Work



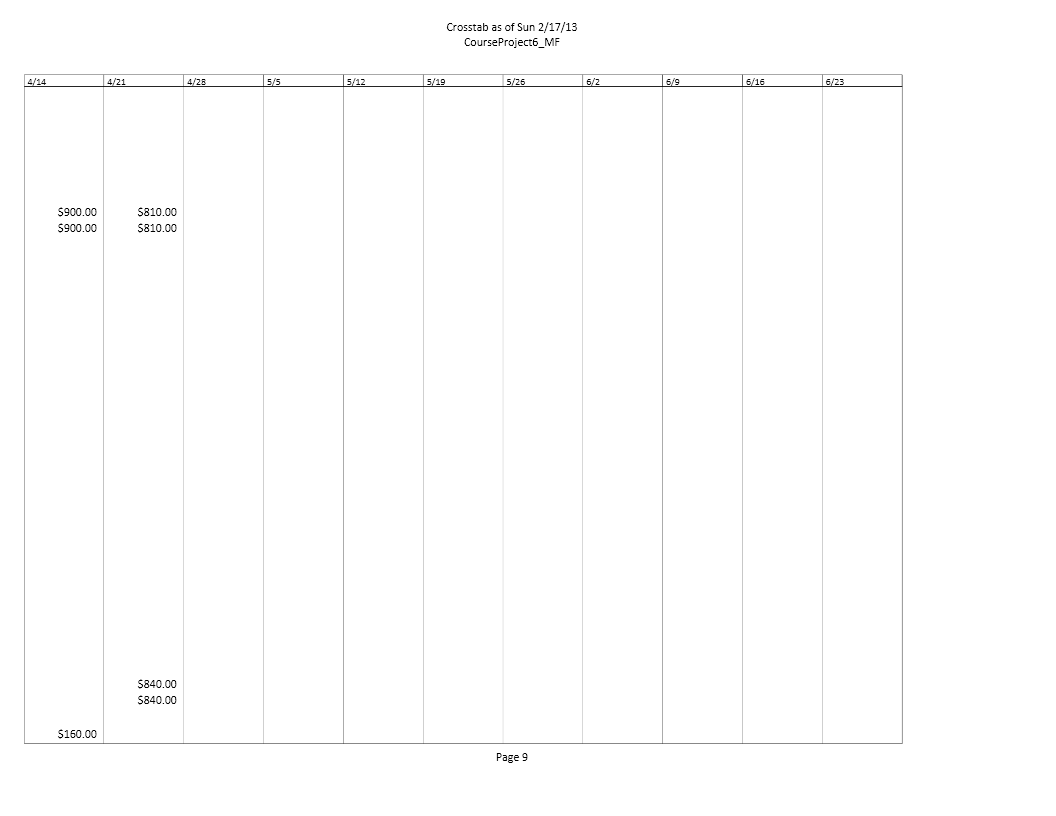
**Resource Management Plan (Cont.)**



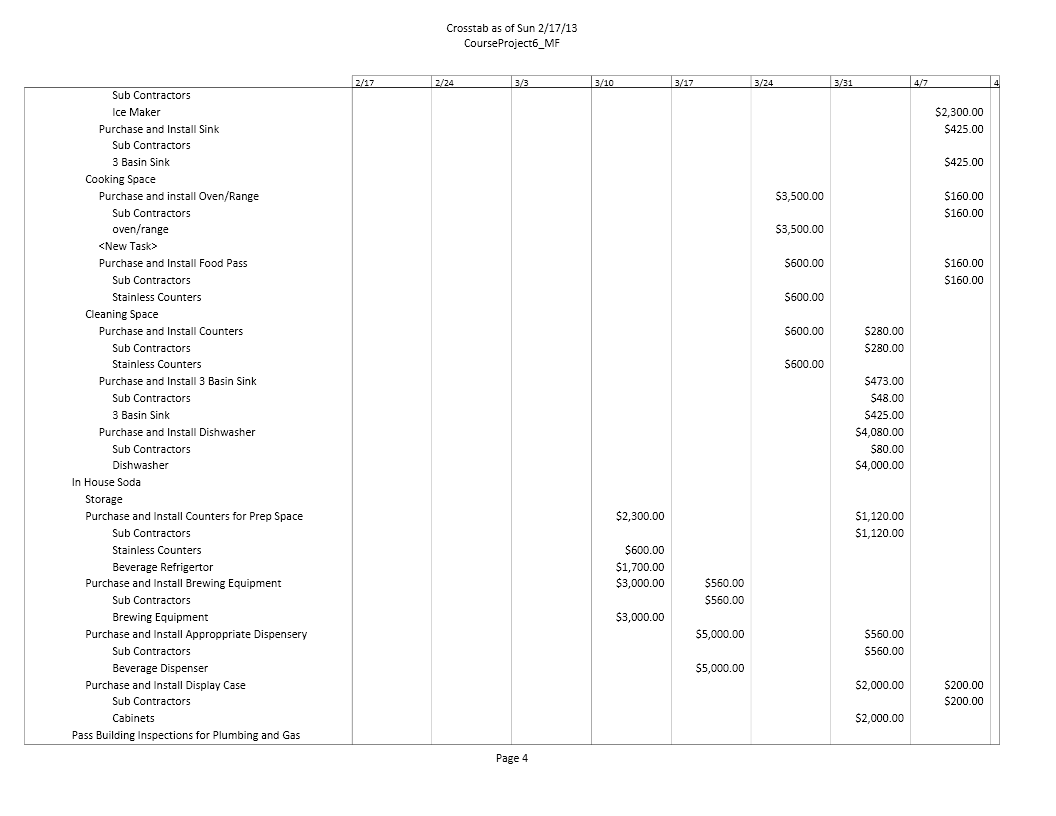
**Resource Management Plan (Cont.)**



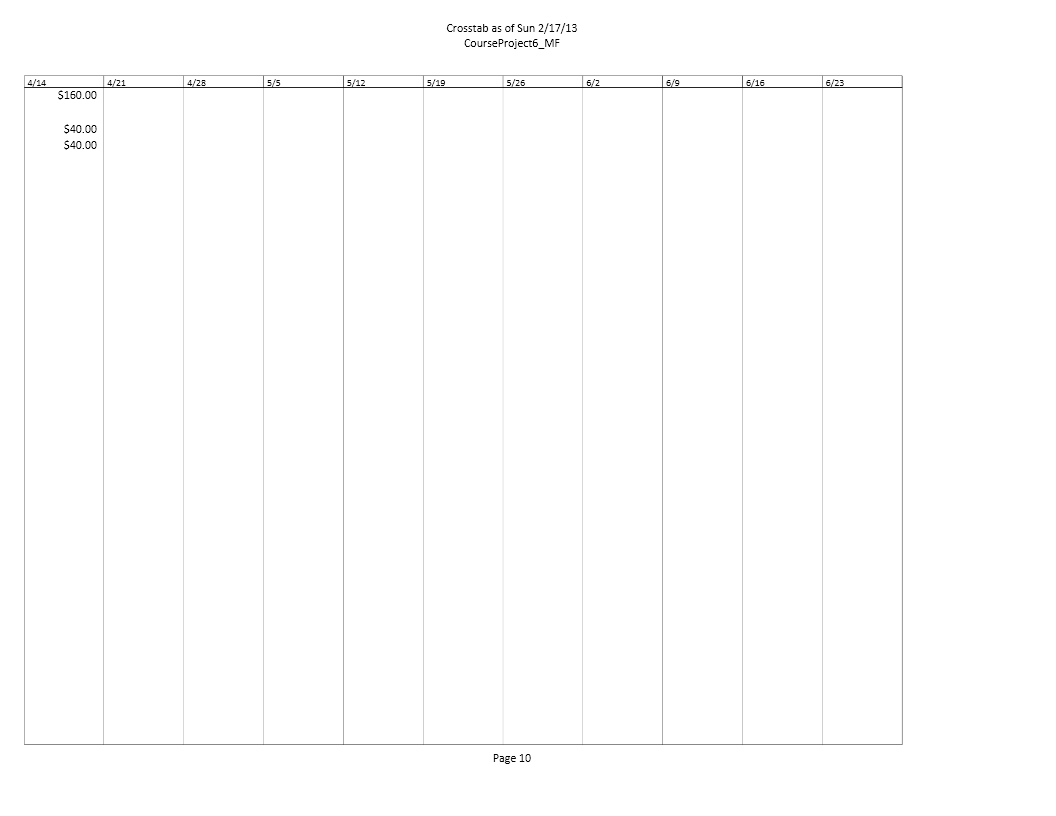
**Resource Management Plan (Cont.)**



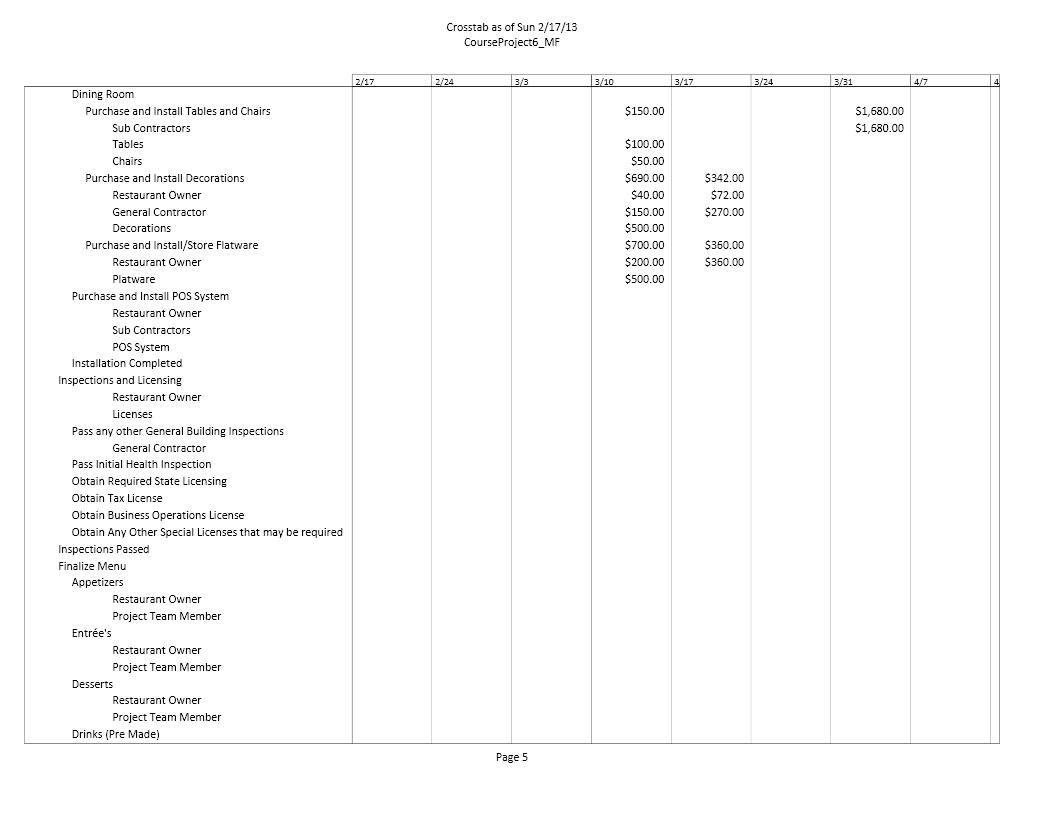
**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**



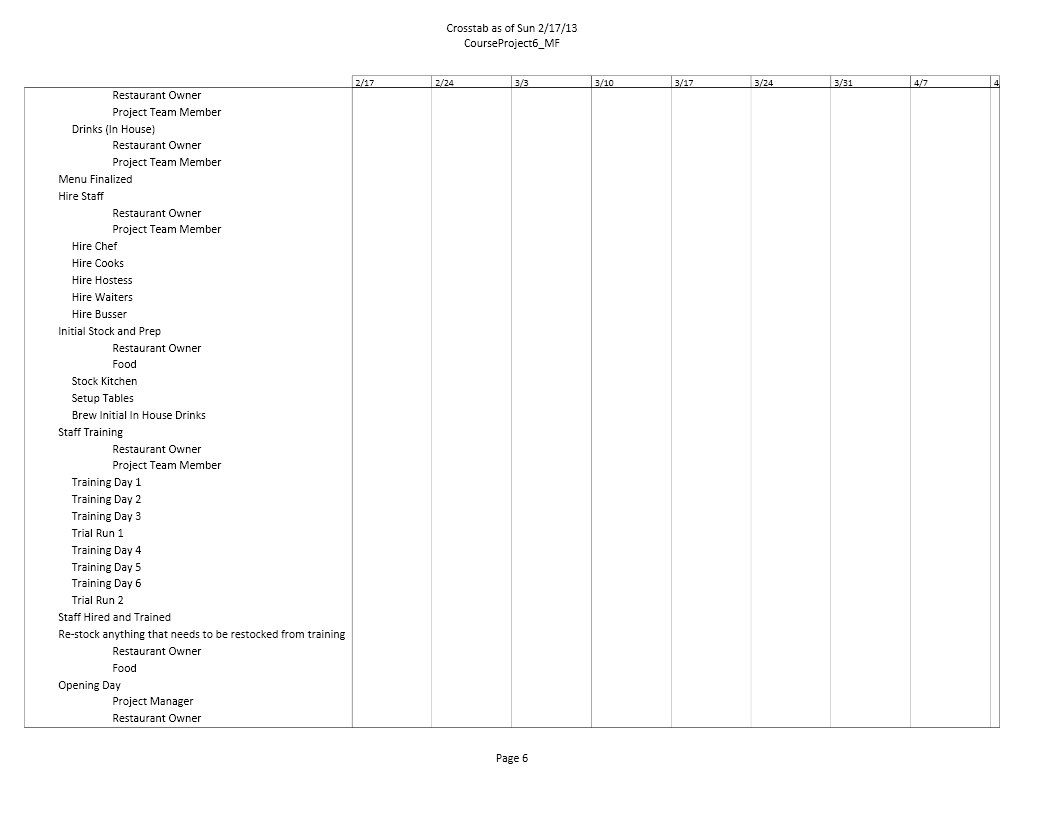
**Resource Management Plan (Cont.)**



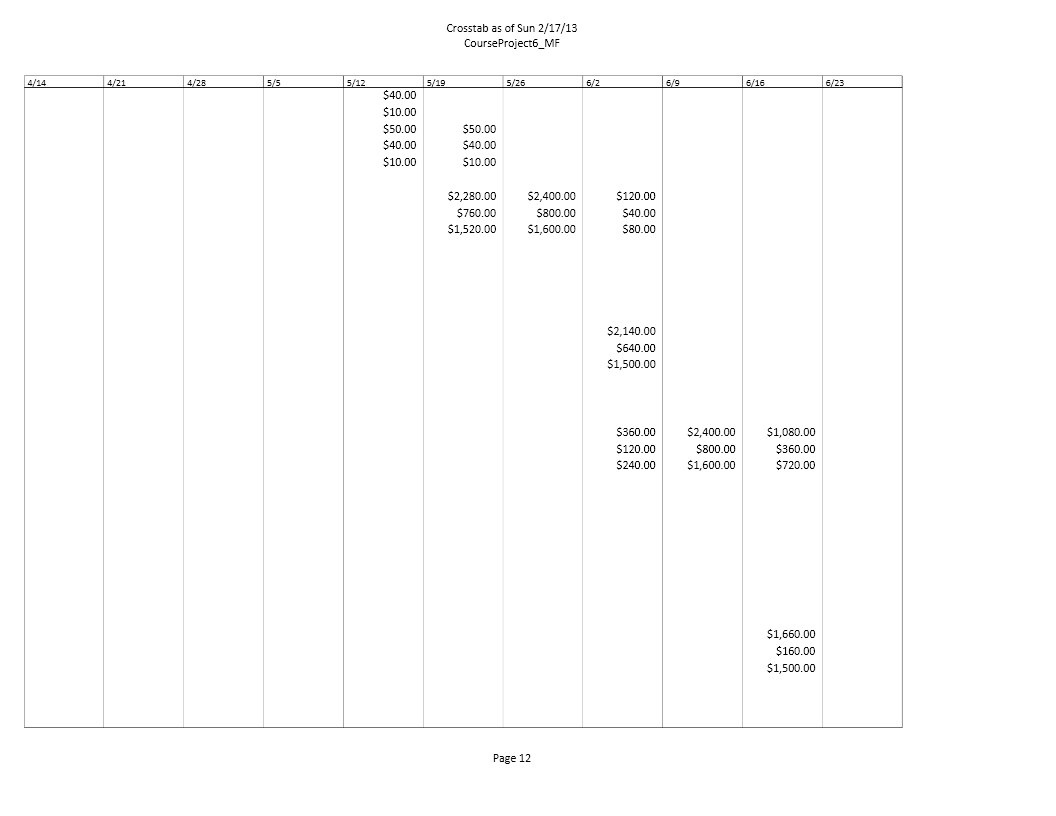
**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**



**Resource Management Plan (Cont.)**

## Level Project within available slack

As we did not have any over allocated resources by the time we reached this phase, we will discuss how we dealt with over allocations.

For the Restaurant Owner and General Contractor, we dealt with over-allocations by reducing the amount of time that they were allocated to individual resources; we also decided to allocate them globally in several instances, such as instances where they had participate in every sub process. The “Restaurant Installation” for the General Contractor, is a good example of this, as the General Contractor he needs to checking and verifying the work that is done during every step of the installation process.

For the Sub-Contractors over-allocation issues, as this resource is sub-contractors, and the number of needed sub-contractors is not easily known these over-allocations were resolved by increasing the available amount of sub-contractors so that the General Contractor should have the resources needed in order to install everything.

**Resource Management Plan (Cont.)**

## Entry Table

Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
1
1 Djack's Restaurant
88.25 days?
Mon 2/18/13
Thu 6/20/13
2
1.1 Location Leased
7 days
Mon 2/18/13
Tue 2/26/13
3
1.1.1 Demographic Research for proper location
2 days
Mon 2/18/13
Tue 2/19/13
4
1.1.2 Suitable Building Located
5 days
Wed 2/20/13
Tue 2/26/13
5
1.1.2.1 Locate Several Appropriate Buildings
3 days
Wed 2/20/13
Fri 2/22/13
3
6
1.1.2.2 Determine Lease Costs
0.5 days
Mon 2/25/13
Mon 2/25/13
5
7
1.1.2.3 Choose Best Location and Cost
0.5 days
Mon 2/25/13
Mon 2/25/13
6
8
1.1.2.4 Sign Building Lease Agreement
1 day
Tue 2/26/13
Tue 2/26/13
7
9
1.2 Building Located and Lease Signed
0 days
Tue 2/26/13
Tue 2/26/13
8
10
1.3 Define Initial Menu
1.5 days
Wed 2/27/13
Thu 2/28/13
9
11
1.3.1 Appetizers
2 hrs
Wed 2/27/13
Wed 2/27/13
12
1.3.2 Entrée's
4 hrs
Wed 2/27/13
Wed 2/27/13
11
13
1.3.3 Desserts
2 hrs
Wed 2/27/13
Wed 2/27/13
12
14
1.3.4 Drinks (Pre Made)
2 hrs
Thu 2/28/13
Thu 2/28/13
13
15
1.3.5 Drinks (In House)
2 hrs
Thu 2/28/13
Thu 2/28/13
14
16
1.4 Initial Menu Presented
0 days
Thu 2/28/13
Thu 2/28/13
15
17
1.5 Restaurant Design
5 days
Thu 2/28/13
Thu 3/7/13
16
18
1.5.1  Kitchen
1.5 days
Thu 2/28/13
Fri 3/1/13
19
1.5.1.1 Storage
0.25 days
Thu 2/28/13
Thu 2/28/13
20
1.5.1.2 Prep Space
0.25 days
Thu 2/28/13
Thu 2/28/13
19
21
1.5.1.3 Cooking Space
0.25 days
Fri 3/1/13
Fri 3/1/13
20
22
1.5.1.4 Cleaning Space
0.25 days
Fri 3/1/13
Fri 3/1/13
21
23
1.5.1.5 Floors and Walls
0.25 days
Fri 3/1/13
Fri 3/1/13
22
24
1.5.1.6 POS Placement
0.25 days
Fri 3/1/13
Fri 3/1/13
23
25
1.5.2 In House Soda
1.75 days
Mon 3/4/13
Tue 3/5/13
26
1.5.2.1 Storage
0.25 days
Mon 3/4/13
Mon 3/4/13
24
27
1.5.2.2 Prep Space
0.25 days
Mon 3/4/13
Mon 3/4/13
26
28
1.5.2.3 Brewing
0.25 days
Mon 3/4/13
Mon 3/4/13
27
29
1.5.2.4 Dispensing
0.25 days
Mon 3/4/13
Mon 3/4/13
28
30
1.5.2.5 Display
0.25 days
Tue 3/5/13
Tue 3/5/13
29
31
1.5.2.6 Floors and Walls
0.25 days
Tue 3/5/13
Tue 3/5/13
30
32
1.5.2.7 POS Placement
0.25 days
Tue 3/5/13
Tue 3/5/13
31
33
1.5.3 Dining Room
1.25 days
Tue 3/5/13
Wed 3/6/13
34
1.5.3.1 Tables and Chairs
0.25 days
Tue 3/5/13
Tue 3/5/13
32
35
1.5.3.2 Flatware
0.25 days
Wed 3/6/13
Wed 3/6/13
34
36
1.5.3.3 Decorations
0.5 days
Wed 3/6/13
Wed 3/6/13
35
Page 1


**Resource Management Plan (Cont.)**

Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
37
1.5.3.4 POS Placements
0.25 days
Wed 3/6/13
Wed 3/6/13
36
38
1.5.4 Design Approval
0.5 days
Thu 3/7/13
Thu 3/7/13
37
39
1.6 Restaurant Design Approved
0 days
Thu 3/7/13
Thu 3/7/13
38
40
1.7 Local Restaurant Supply Store and Food Service Contracts
4 days
Thu 3/7/13
Wed 3/13/13
39
41
1.7.1 Locate Local Restaurant Supply Store
1.5 days
Tue 3/12/13
Wed 3/13/13
42
1.7.1.1 Locate Local Restaurant Supply Store
1 day
Tue 3/12/13
Tue 3/12/13
43
1.7.1.2 Determine If best to purchase A la carte, or Contract
0.5 days
Wed 3/13/13
Wed 3/13/13
42
44
1.7.2 Locate Local Food Service Supplier
1.5 days
Thu 3/7/13
Fri 3/8/13
45
1.7.2.1 Locate Local Food Service Supplier(s)
1 day
Thu 3/7/13
Fri 3/8/13
46
1.7.2.2 Determine If best to purchase A la carte, or Contract
0.5 days
Fri 3/8/13
Fri 3/8/13
45
47
1.8 Supply Store and Food Service Contracts Obtained
0 days
Wed 3/13/13
Wed 3/13/13
46,43
48
1.9 Restaurant Installation
32 days?
Wed 3/13/13
Fri 4/26/13
47
49
1.9.1 Install All Flooring and Walls 
7 days
Wed 3/13/13
Fri 3/22/13
50
1.9.2 Pass Initial Building Inspections
1 day
Fri 3/22/13
Mon 3/25/13
49
51
1.9.3 Kitchen
21 days?
Mon 3/25/13
Tue 4/23/13
50
52
1.9.3.1 Storage
7 days
Mon 3/25/13
Wed 4/3/13
53
1.9.3.1.1 Purchase Freezer
1 day
Mon 3/25/13
Tue 3/26/13
54
1.9.3.1.2 Freezer Delivery Time
7 days
Mon 3/25/13
Wed 4/3/13
55
1.9.3.1.3 Install Freezer
1 day
Mon 3/25/13
Tue 3/26/13
56
1.9.3.1.4 Purchase and Install Refrigerator
1 day
Mon 3/25/13
Tue 3/26/13
57
1.9.3.1.5 Refrigerator Delivery Time
7 days
Mon 3/25/13
Wed 4/3/13
58
1.9.3.1.6 Install Refrigerator
1 day
Mon 3/25/13
Tue 3/26/13
59
1.9.3.2 Prep Space
21 days
Mon 3/25/13
Tue 4/23/13
60
1.9.3.2.1 Purchase and Install Counters
14 days
Mon 3/25/13
Fri 4/12/13
61
1.9.3.2.2 Purchase and install Cabinets
21 days
Mon 3/25/13
Tue 4/23/13
62
1.9.3.2.3 Purchase and Install other Small Appliances
4 days
Fri 4/12/13
Thu 4/18/13
60
63
1.9.3.2.4 Purchase and Install Sink
1 day
Fri 4/12/13
Mon 4/15/13
60
64
1.9.3.3 Cooking Space
10 days?
Mon 3/25/13
Mon 4/8/13
65
1.9.3.3.1 Purchase and install Oven/Range
10 days
Mon 3/25/13
Mon 4/8/13
66
1.9.3.3.2 <New Task>
1 day?
Mon 3/25/13
Tue 3/26/13
67
1.9.3.3.3 Purchase and Install Food Pass
10 days
Mon 3/25/13
Mon 4/8/13
Page 2


**Resource Management Plan (Cont.)**

Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
68
1.9.3.4 Cleaning Space
9 days
Mon 3/25/13
Fri 4/5/13
69
1.9.3.4.1 Purchase and Install Counters
7 days
Mon 3/25/13
Wed 4/3/13
70
1.9.3.4.2 Purchase and Install 3 Basin Sink
2 days
Wed 4/3/13
Fri 4/5/13
69
71
1.9.3.4.3 Purchase and Install Dishwasher
1 day
Wed 4/3/13
Thu 4/4/13
69
72
1.9.4 In House Soda
19 days
Wed 3/13/13
Tue 4/9/13
73
1.9.4.1 Storage
7 days
Wed 3/13/13
Fri 3/22/13
76
1.9.4.2 Purchase and Install Counters for Prep Space
14 days
Wed 3/13/13
Tue 4/2/13
77
1.9.4.3 Purchase and Install Brewing Equipment
7 days
Wed 3/13/13
Fri 3/22/13
78
1.9.4.4 Purchase and Install Approppriate Dispensery
7 days
Fri 3/22/13
Tue 4/2/13
77
79
1.9.4.5 Purchase and Install Display Case
5 days
Tue 4/2/13
Tue 4/9/13
76,78
80
1.9.5 Pass Building Inspections for Plumbing and Gas
2 days
Tue 4/23/13
Thu 4/25/13
51,72
81
1.9.6 Dining Room
14 days
Wed 3/13/13
Tue 4/2/13
82
1.9.6.1 Purchase and Install Tables and Chairs
14 days
Wed 3/13/13
Tue 4/2/13
83
1.9.6.2 Purchase and Install Decorations
7 days
Wed 3/13/13
Fri 3/22/13
84
1.9.6.3 Purchase and Install/Store Flatware
7 days
Wed 3/13/13
Fri 3/22/13
85
1.9.7 Purchase and Install POS System
3 days
Tue 4/23/13
Fri 4/26/13
81,51,72
86
1.9.8 Installation Completed
0 days
Fri 4/26/13
Fri 4/26/13
85
87
1.10 Inspections and Licensing
14 days
Fri 4/26/13
Thu 5/16/13
86
88
1.10.1 Pass any other General Building Inspections
7 days
Fri 4/26/13
Tue 5/7/13
89
1.10.2 Pass Initial Health Inspection
1 day
Fri 4/26/13
Mon 4/29/13
90
1.10.3 Obtain Required State Licensing
14 days
Fri 4/26/13
Thu 5/16/13
91
1.10.4 Obtain Tax License
14 days
Fri 4/26/13
Thu 5/16/13
92
1.10.5 Obtain Business Operations License
14 days
Fri 4/26/13
Thu 5/16/13
93
1.10.6 Obtain Any Other Special Licenses that may be required
14 days
Fri 4/26/13
Thu 5/16/13
94
1.11 Inspections Passed
0 days
Thu 5/16/13
Thu 5/16/13
88,89,90,91,92,93
95
1.12 Finalize Menu
1.75 days
Thu 5/16/13
Mon 5/20/13
94
Page 3


**Resource Management Plan (Cont.)**

Machine generated alternative text: ID
Task 
Mode
Task NameDurationStartFinishPredecessors
96
1.12.1 Appetizers
2 hrs
Thu 5/16/13
Thu 5/16/13
97
1.12.2 Entrée's
4 hrs
Thu 5/16/13
Fri 5/17/13
96
98
1.12.3 Desserts
2 hrs
Fri 5/17/13
Fri 5/17/13
97
99
1.12.4 Drinks (Pre Made)
2 hrs
Fri 5/17/13
Fri 5/17/13
98
100
1.12.5 Drinks (In House)
4 hrs
Fri 5/17/13
Mon 5/20/13
99
101
1.13 Menu Finalized
0 days
Mon 5/20/13
Mon 5/20/13
100
102
1.14 Hire Staff
10 days
Mon 5/20/13
Mon 6/3/13
101
103
1.14.1 Hire Chef
10 days
Mon 5/20/13
Mon 6/3/13
104
1.14.2 Hire Cooks
10 days
Mon 5/20/13
Mon 6/3/13
105
1.14.3 Hire Hostess
10 days
Mon 5/20/13
Mon 6/3/13
106
1.14.4 Hire Waiters
10 days
Mon 5/20/13
Mon 6/3/13
107
1.14.5 Hire Busser
10 days
Mon 5/20/13
Mon 6/3/13
108
1.15 Initial Stock and Prep
4 days
Mon 6/3/13
Fri 6/7/13
107
109
1.15.1 Stock Kitchen
1 day
Mon 6/3/13
Tue 6/4/13
110
1.15.2 Setup Tables
1 day
Mon 6/3/13
Tue 6/4/13
111
1.15.3 Brew Initial In House Drinks
4 days
Mon 6/3/13
Fri 6/7/13
112
1.16 Staff Training
8 days
Fri 6/7/13
Wed 6/19/13
111
113
1.16.1 Training Day 1
1 day
Fri 6/7/13
Mon 6/10/13
114
1.16.2 Training Day 2
1 day
Mon 6/10/13
Tue 6/11/13
113
115
1.16.3 Training Day 3
1 day
Tue 6/11/13
Wed 6/12/13
114
116
1.16.4 Trial Run 1
1 day
Wed 6/12/13
Thu 6/13/13
115
117
1.16.5 Training Day 4
1 day
Thu 6/13/13
Fri 6/14/13
116
118
1.16.6 Training Day 5
1 day
Fri 6/14/13
Mon 6/17/13
117
119
1.16.7 Training Day 6
1 day
Mon 6/17/13
Tue 6/18/13
118
120
1.16.8 Trial Run 2
1 day
Tue 6/18/13
Wed 6/19/13
119
121
1.17 Staff Hired and Trained
0 days
Wed 6/19/13
Wed 6/19/13
120
122
1.18 Re-stock anything that needs to be restocked from training
1 day
Wed 6/19/13
Thu 6/20/13
121
123
1.19 Opening Day
0 days
Thu 6/20/13
Thu 6/20/13
122
Page 4


**Resource Management Plan (Cont.)**

## Over-allocated resources

There are currently no Over-allocated Resources

## Assuming Over-allocated Resources

As there were no remaining over-allocated resources assuming that there was still an over allocation, the best thing to do is to look for everywhere where extra time is available or if over budget where extra costs can be cut. For example, this project was initially over budget by nearly $15,000, which technically is a huge over-allocation of resources.

By reducing several minor time periods, such as the amount of time required to prepare and finalize the menu’s we were able to trim the budget down to just $110,000. However, this is obviously still over budget. The remainder of the over-budget issue was resolved by doing further research on several resource cost areas, and adjusting prices accordingly. By being able to reduce costs on things like tables and counters by using prices from <http://www.webstaurantstore.com/> , the budget was brought in line.

# Communication Plan

**General Information:**

**Prepared by:** Matt Ferry  
 **Date:** February 23, 2013  
 **Authorized by:** Matt Ferry  
  
 **Stakeholder List and Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Email** | **Phone** |
| Matt Ferry | Project Manager | [mferry@projectmgmt.com](mailto:mferry@projectmgmt.com) | 555-555-1234 |
| Jane Doe | Project Team Member | [jadoe@projectmgmt.com](mailto:jadoe@projectmgmt.com) | 555-555-1233 |
| John Doe | Project Team Member | [jodoe@projectmgmt.com](mailto:jodoe@projectmgmt.com) | 555-555-1232 |
| William Riker | Project Team Member | [wtriker@projectmgmt.com](mailto:wtriker@projectmgmt.com) | 555-555-1231 |
| Jean Luc Picard | Restaurant Owner | [picard@djackrestaurant.com](mailto:picard@djackrestaurant.com) | 555-444-1234 |
| Geordi La Forge | General Contractor | [laforge@generalcontracting.com](mailto:laforge@generalcontracting.com) | 555-333-7896 |

**Communication Plan (Cont.)**

**Major Deliverables and Escalation Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Responsible** | **Issue Time** | **Escalation Path** |
| Lease Signed | Jean Luc Picard | 30 Days | Jean Luc Picard / Matt Ferry |
| Initial Menu | Jean Luc Picard / John Doe | 1 Day | Matt Ferry / Jean Luc Picard |
| Restaurant Design | Jean Luc Picard / William Riker | 7 Days | Geordi La Forge / Matt Ferry |
| Supplier Contracts | Jean Luc Picard / Jane Doe | 7 Days | Jean Luc Picard / Matt Ferry |
| Inspections and Licensing | Jean Luc Picard / Geordi La Forge | 7 Days | Jean Luc Picard / Matt Ferry / Geordi La Forge |
| Restaurant Installation | Geodi La Forge | 36 Days | Jean Luc Picard /Matt Ferry |
| Finalize Menu | Jean Luc Picard/ John Doe | 2 Days | Jean Luc Picard/ Matt Ferry |
| Hire Staff | Jean Luc Picard/ Jane Doe | 14 Days | Jean Luc Picard/ Matt Ferry |
| Train Staff | Jean Luc Picard/ Jane Doe | 10 Days | Jean Luc Picard / Matt Ferry |
| Stock And Prep | Jean Luc Picard / Jane Doe | 4 Days | Jean Luc Picard / Matt Ferry |

**Communication Plan Details:**

The Project Manager, Restaurant Owner, and General Contractor and Project Team members (when applicable) will be updated on the status of the project during a weekly meeting or conference call.

All issues will be tracked via documentation of the issue, which shall include the following:

What caused the issue?  
What does the issue (non-cost) affect?  
When did the issue occur?  
If the issue affects the cost of the project, how much does it affect?  
If the issue has been solved, when was it solved, and what was the solution?

Proper documentation of an issue will consist of an e-mail to the person(s) that are responsible for the issue area, as well as a hardcopy to be stored with the project file. If an issue is escalated and no response is received within 4 hours, the email escalation will be followed up with a phone call.

The Restaurant Owner and the Project Manager must approve any issue that requires a reduction in scope or quality.

**Method of Updating Communication Plan:**

Should the communication need to be updated or changed, it will be done during the weekly meeting / conference call and must be approved by the Project Manager and Restaurant Owner. Any changes that are approved will be disseminated to the team through email messaging and posting at the restaurant location.

**Escalation Process:**

Due to the relatively small number of stakeholders involved in this project, any team member or stakeholder that notices and issue that has gone beyond its time limit and needs to be escalated may escalate the issue to the appropriate person in the escalation path. This will allow everyone to help in keeping the project on schedule and prevent issues from falling through the cracks that could turn into bigger issues.

**Scope Affecting Issues:**

The Restaurant Owner and the Project Manager must approve any issue that is determined to reduce scope or quality levels of the project.

**Non-Scope Affecting Issues**:

Any issue that does not require a reduction in scope of quality but requires change needs to be approved by the team member that is listed as the Issues responsibility.

# Participation Report:

**Matt Ferry:** Brainstorming, Initial Report Sorting, Collationof Resource Management Plan report, Task Entry verification, Resource and Cost Verifications

**Jane Doe:** Brainstorming, Initial Report Sorting, Task Entry double checking, and Resource allocation up to beginning of the installation.

**John Doe:** Brainstorming, Initial Report Sorting, Resource allocations for restaurant installation on. Initial resource costs

**William Riker:**  Brainstorming, Initial Report Sorting, Resource cost verification, and initial reports regarding assigned and used resources.

**Participant Signatures:**  Matthew Ferry

Jane Doe

John Doe

William Riker