

## Overview

Name of Project

Office move

Overall Status

Current Phase

prototype

Estimated End date

12/1/12

Customer

Facilities

Sponsor

Malc

Project Manager

Juliet

Description of Project

Project Description: Moving to the new offices on High Street

Status

Ownership

Schedule

Resources

Risk

Budget

Scope

Tech

Commentary

Comment on the ownership of the project. See comments

comment on the challenges for meeting the schedule

comment on issues that are around staffing the project. This could contain problems with accessing facilities.

What risks are coming into view what does the project need to reduce the risk?

Financial tracking

Scope in terms of the deliverables. Beware of scope creep without approval.

Delay in procurement of technology leading to challenges around XYZ

## Finances

Indicator	Budget	Projected Completion	Current
Health Rating	[okay, 1]	[good, 1]	[okay, 1]
Income	10,000.00	10,000.00	0.00
Costs	8,000.00	8,000.00	500.00
Contingency	2,000.00	0.00	0.00
Margin	0.00	2,000.00	-500.00
Percent Margin	0.0%	20.0%	0.0%
Cash Position			-500.00
Level Of Debtors			0.00

## Images

Office Layout Plan

proposed layout for floor 2

## Planning

Task	12/08/2012	07/10/2012	02/12/2012	27/01/2013	24/03/2013	19/05/2013	14/07/2013	08/09/2013	03/11/2013	29/12/2013	23/02/2014	20/04/2014	15/06/2014
Office move	<div></div>												
Source moving company	<div></div>												
Planning	<div></div>												
Moving process	<div></div>												

Task ID	Task Name	Start	Finish	Duration	% Complete	Resources	Total Cost
1	Office move	17/08/2012	20/06/2014	481d	68		0.00
2	Source moving company	17/08/2012	20/06/2014	481d	100		0.00
12	Planning	16/11/2012	31/01/2014	316d	71		0.00
20	Moving process	03/04/2013	11/04/2014	268d	31		0.00

## Risks

### Risk Status Summary

Risk ID	Cause	Status	Owner	Code	Residual Risk Rating >	Residual Expected Value
7	Over run on moving time, means further disruption to working and extensions from Moving Company	Action Pending	Tony		2.4	5000

## Issues

### Issue Status Summary

ID	Type	Status	Desc	Owner	Priority	Severity >	Date of Last Update
1	P	Open	this is for reports	Malcolm K West	Urgent	10	-
2	RFC	Open	Complexity of IT kit	sue	High	7	-

1	unavailability of moving companies during our desired week	Open	Malcolm K West		2.25	5000
9	lkewjglsJGP	Open	Malcolm K West		2.1	10000
6	Damage to buildings during the moving of bulky items resulting in repair costs	Action Pending	sue		1.5	5000
10	this is new	Action Pending	sue	ESR1	1.35	1000
8	some new risk identified	Action Pending	sue		1.2	1000
4	Data loss issues with materials being moved by 3rd party	Parked	Tony		0.9	0
5	Possible damage to IT equipment leading to in ability to work after the move	Open	sue		0.75	0
3	Falls and trips during moving process	Closed	Malcolm K West		0.4	200
2	Important sales activities coinciding with planned move dates	Closed	Malcolm K West		0.3	0

			duplicated				
3	RFC	Open	Could reception and meeting rooms be moved first? lower risk, best to do them first	sue	Medium	2	-

<div> <div><div></div></div> <div>Project Specific</div> </div>										
OPERATING CASHFLOWS										
Lifetime Index	1	1	1	1	1	1	1	1	1	1
Revenues	\$40,000	\$44,000	\$48,400	\$53,240	\$58,564	\$58,564	\$60,000	\$60,000	\$60,000	\$60,000
-Var. Expenses	\$20,000	\$22,000	\$24,200	\$26,620	\$29,282	\$29,282	\$30,000	\$30,000	\$30,000	\$30,000
- Fixed Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EBITDA	\$20,000	\$22,000	\$24,200	\$26,620	\$29,282	\$29,282	\$30,000	\$30,000	\$30,000	\$30,000
- Depreciation	\$10,000	\$8,000	\$6,400	\$5,120	\$4,096	\$3,277	\$2,621	\$486	\$0	\$0
EBIT	\$10,000	\$14,000	\$17,800	\$21,500	\$25,186	\$26,005	\$27,379	\$29,514	\$30,000	\$30,000
-Tax	\$4,000	\$5,600	\$7,120	\$8,600	\$10,074	\$10,402	\$10,951	\$11,806	\$12,000	\$12,000
EBIT(1-t)	\$6,000	\$8,400	\$10,680	\$12,900	\$15,112	\$15,603	\$16,427	\$17,709	\$18,000	\$18,000
+ Depreciation	\$10,000	\$8,000	\$6,400	\$5,120	\$4,096	\$3,277	\$2,621	\$486	\$0	\$0
- ∂ Work. Cap	\$0	\$1,000	\$1,100	\$1,210	\$1,331	\$0	\$359	\$0	\$0	\$0
NATCF	-\$62,484	\$16,000	\$15,400	\$15,980	\$16,810	\$17,877	\$18,880	\$18,690	\$18,194	\$18,000
Discounted CF	-\$62,484	\$14,455	\$12,570	\$11,784	\$11,200	\$10,761	\$10,268	\$9,183	\$8,077	\$7,219

<div> <div><div></div></div> <div>Roles</div> </div>		
Executive	Malcolm K West	
Project Manager	juliet	
Team Manager	Dave	
Team Member	Admin karl Katrien kris lorcan mdyer paulh PaulSupport Rick Rupert	