

Project Management Assignments

Date	Assignment	Reading															
	<p>Project Management Overview. Effective project management includes a comprehensive analysis that defines what must be done.</p> <ol style="list-style-type: none"> 1. Refer to Table 11-1. Of the 12 critical tasks of the project manager– select the best choices (use each once): <ol style="list-style-type: none"> a. Identify the four tasks related to developing documents that become contractual agreements and are used to manage the project. b. Identify the two tasks that relate to the people within the design firm and their supervision. c. Identify the two items that relate to the communication with people outside the design firm that are part of the project d. Identify the four items that relate to PM responsibilities and relationship management 2. Identify (by listing) the paperwork used for a typical project (table 11-2) that you were exposed to, are familiar with, or have used during your education and internship. 	<p>Chapter 11 The Project Management Process</p>															
	<p>Project Schedules Develop a bar chart – often referred to as a Gantt Chart, pages 238-241, for the work you will do for your capstone project during the spring semester. Include these activities.</p> <table border="1" data-bbox="326 1207 1198 1537"> <tr> <td>Concept statement</td> <td>Blocking*</td> <td>Space planning*</td> </tr> <tr> <td>Site description</td> <td>Furniture selections</td> <td>Sections/Elev.</td> </tr> <tr> <td>Architectural analysis</td> <td>Finishes selections</td> <td>Renderings</td> </tr> <tr> <td>Adjacency Diagrams</td> <td>Lighting design*</td> <td>Boards*</td> </tr> <tr> <td>Digital base drawings*</td> <td>Color scheme</td> <td>Presentation</td> </tr> </table> <p>*Indicate, using a symbol, when these items need to be completed.</p>	Concept statement	Blocking*	Space planning*	Site description	Furniture selections	Sections/Elev.	Architectural analysis	Finishes selections	Renderings	Adjacency Diagrams	Lighting design*	Boards*	Digital base drawings*	Color scheme	Presentation	
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	<p>Research an office chair that you would use for all open and closed offices and all conference rooms on the first-floor plan of the Montgomery Renovation. You will be project budgets based on quality and cost range.</p> <p>During the design development phase, your client requests a projected budget for the waiting room chairs and occasional tables in the clinic you are designing: a first choice and a second choice that costs at least 25% less than your first choice.</p>																

	<ul style="list-style-type: none"> • Refer to pages 219-221, 240-243 • Prepare a specification list with the projected budgeting costs for the original and the second choice. • Include images of both choices – these must be comparable in style. • Please include a description with a minimum of 5 attributes of each piece that indicates its quality. • Use this format below as a guideline for the information required. 	
	<p>3 Part CSI Specifications – Proprietary</p> <ol style="list-style-type: none"> 1. Review your Materials Presentation project from DES 383 last fall and select a product you studied. Develop a scenario for its use (office interior) to better understand the qualities and installation needed. 2. Go to the ARCAT website. Specifications. Scroll through the MasterSpec divisions until you find your product area (finishes or search product type, which will give you related CSI Sections and brands.) 3. Generate a Word doc. Specification. Download their 3-Part Specification and delete all irrelevant information. Remove unnecessary and irrelevant information – this is essential for the assignment. Look up (internet) unfamiliar information. 4. Post and print and turn it in – do not forget to put your name on it. 	<p>Chapter 12 Contract Documents and Specifications. P. 262 - 270</p>
	<p>Review of Contract Documents – Take-offs and Sales Proposals. Team Project – do Take-Offs and select products together. Each – make one sales proposal.</p> <p>In-class Activity – Complete for Wednesday, Nov. 17 Print</p> <p>Using prints of Construction Drawings for the Montgomery Building, complete the following:</p> <ul style="list-style-type: none"> • Take-off #1 – calculate the number of tables and chairs needed for the Barnet Room – this is process work. Use an organized format for this information that includes a typical assignment heading. • Take-off #2 – calculate the number of tiles or square yards needed for carpet plus 10% overage. • Identify product - add notes to take-off. <ul style="list-style-type: none"> ○ Stacking chairs and tables that will fit ten people. Include all product info needed for the sales proposal. ○ Carpet. Use a Milliken product from the Milliken GSA Pricing handout. Furthermore, include the cost of installation. • Sales Proposal for each product – format and complete a sales proposal – use your company name from your business plan. Include unit price, extended price, 7% freight on product only, \$150 per item for inside delivery, and 7% sales tax on product only. Note that the cost does not include warehousing. 	<p>Chapter 13 Contract Administration: Construction and Order Processing</p>

Budget: Cost Sheet for Clinic Waiting Room Chairs and Tables

Proposed Specification for 1 st Choice Chair					
Quantity	Manufacturer	Prod. Name & #	Description with size, materials/finishes, base shape, and selected options	Retail Unit Price	Extended Price
20					
Net Total (40% discount)					
10% additional Freight and Delivery					
7% Sales Tax on Product					
Total Cost					
Attributes: 1.					
2.					
3.					
4.					
5.					

Proposed Specification for 2nd Choice Chair					
Chair Image					
Quantity	Manufacturer	Prod. Name & #	Description with size, finishes, base shape, and selected options	Retail Unit Price	Extended Price
20					
Net Total (40% discount)					
10% additional Freight and Delivery					
7% Sales Tax on Product					
Total Cost					
Attributes: 1.					
2.					
3.					
4.					
5.					

Proposed Specification for 1 st Choice Occasional Table					
Table Image					
Quantity	Manufacturer	Prod. Name & #	Description with size, finishes, base shape, and selected options	Retail Unit Price	Extended Price
20					
Net Total (40% discount)					

10% additional Freight and Delivery	
7% Sales Tax on Product	
Total Cost	
Attributes: 1.	
2.	
3.	
4.	
5	

Proposed Specification for 2 nd Choice Occasional Table					
Table Image					
Quantity	Manufacturer	Prod. Name & #	Description with size, finishes, base shape, and selected options	Retail Unit Price	Extended Price
20					
Net Total (40% discount)					
10% additional Freight and Delivery					
7% Sales Tax on Product					
Total Cost					
Attributes: 1.					
2.					
3.					
4.					
5					