

Execution Plan

Project Name: Jana Small Finance Bank Custom Build-out

Project Manager: Shirsh Kumar

Project Start Date: January 15, 2024

Project End Date: April 15, 2024

1. Overview

This execution plan outlines the key tasks, responsibilities, and methodologies to ensure the successful completion of the Jana Small Finance Bank Custom Build-out project. The project will follow a structured approach focusing on timely execution, quality control, and stakeholder communication.

2. Execution Strategy

The project execution will be divided into the following phases:

Phase 1: Initiation & Planning (Jan 15 - Feb 1, 2024)

- Conduct initial client meetings to finalise specifications (restrooms, canteen, parking).
- Finalise project scope and constraints.
- Develop a work breakdown structure (WBS) and project schedule.
- Secure vendor contracts and finalise procurement strategy.

Phase 2: Procurement & Pre-Construction (Feb 1 - Feb 20, 2024)

- Finalise selection of vendors and contractors.
- Order required materials, ensuring timely delivery.
- Confirm site readiness for construction work.

Phase 3: Construction & Interior Work (Feb 20 - Mar 31, 2024)

- Execute civil construction, including structural modifications.
- Carry out electrical and plumbing installations.
- Install partitions, ceilings, and flooring.
- Ensure adherence to approved design and quality standards.

Phase 4: Final Walkthrough & Handover (Apr 1 - Apr 15, 2024)

- Conduct final inspection with stakeholders.
- Resolve any snag list items identified.
- Obtain formal approval and project sign-off from the client.
- Document lessons learned and close the project.

3. Roles & Responsibilities

- Project Manager: Oversees execution, monitors progress, and ensures quality.
- Contractors & Vendors: Responsible for construction, interior work, and material supply.
- Client Representatives: Provide approvals and feedback during milestone reviews.
- Quality Control Team: Conducts inspections and ensures compliance with standards.

4. Resource Management Plan

Effective resource management ensures the timely completion of the build-out. The project manager will track **human resources, materials, and equipment**, ensuring everything is available as needed.

- **Labor Management:**
 - Project team allocated for coordination and execution.
 - Ensuring skilled workforce availability and managing shifts for efficiency.
 - Contractors for civil and interior work assigned full-time.
 - Vendors supplying materials as needed.
- **Material Resources:**
 - Procurement of materials in advance to prevent supply delays.
 - Vendor contracts structured for timely delivery.
 - Coordinating deliveries to prevent shortages or delays.
- **Equipment & Tools:**
 - Essential machinery and tools provided by contractors.
 - Backup resources allocated in case of delays.
 - Ensuring all necessary tools and machinery are functional and available.

5. Communication Management Plan

Timely and structured communication is critical to project success. The Communication Management Plan will guide how information flows between teams and stakeholders.

Communication Strategies:

- Daily site updates for the project team.
- Weekly progress meetings with the client to ensure alignment.
- Issue escalation protocols to resolve problems quickly.
- Project documentation on Monday.com for approvals, changes, and status tracking.
- **Communication Tools:**
 - Primary channels: Email, WhatsApp, Zoom, Monday.com.
 - Weekly status meetings for progress updates.
 - Real-time issue tracking via Monday.com.
- **Stakeholder Communication Frequency:**
 - Weekly reports to Jana Small Finance Bank executives.
 - Regular coordination meetings with contractors and vendors.
 - Daily internal stand-ups for project team alignment.

6. Quality Assurance Plan

Quality assurance ensures that all work meets construction, safety, and aesthetic standards before final handover. A structured inspection and approval process will be implemented.

Quality Assurance Steps:

- Regular Site Inspections: Conduct periodic checks during construction and finishing phases.
- Defect Tracking & Resolution: Identify and address quality issues immediately.
- Compliance with Standards: Ensure adherence to industry best practices and client expectations.
- Final Walkthrough & Handover: Conduct a final review with the client before sign-off.
- **Quality Standards:**
 - The build-out must match the client-approved specifications.
 - Work must meet industry-standard finishing quality.
- **Quality Control Measures:**
 - Regular site inspections to ensure compliance with design.
 - Final walkthrough with the client to confirm quality standards.
 - Snag list resolution before handover.
- **Corrective Actions:**
 - Immediate resolution of identified defects.
 - Documentation of quality issues for continuous improvement.

7. Tools & Resources

- Project Tracking: Monday.com for real-time monitoring.
- Communication Channels: Email, WhatsApp, Zoom for updates and reporting.
- Quality Assurance: Regular site visits and inspections.

8. Risk Management & Mitigation

Risk	Impact	Likelihood	Mitigation Strategy
Material Supply Delays	High	Medium	Source multiple vendors and pre-order critical materials
Cost Overruns	High	Medium	Weekly budget tracking and contingency planning
Design Change Requests	Medium	High	Lock specifications before procurement
Labor Shortages	Medium	Medium	Maintain backup workforce and stagger schedules

9. Change Control Process

All scope modifications must go through a formal change request process:

1. Submit change request detailing modification and reason.
2. Assess impact on cost, timeline, and scope.
3. Review feasibility with contractors and vendors.
4. Obtain client approval for budget and schedule changes.
5. Implement changes and update project documentation.

10. Performance Monitoring & Reporting

The project manager will use tracking tools like Gantt charts and Monday.com to monitor progress and flag potential bottlenecks. Regular milestone reviews will ensure that all activities stay on track.

- Weekly Progress Reports: Compare actual vs. planned progress.
- Stakeholder Updates: Weekly meetings to ensure alignment.

11. Project Closeout & Handover

Upon project completion:

- Conduct final cost review and ensure all payments are settled.
- Perform final walkthrough and resolve any pending issues.
- Obtain signed handover certificate from the client.
- Document key lessons learned for future projects.

This **Execution Plan** ensures that the project is carried out efficiently, aligning with client expectations, timeline, and budget requirements.