

Project Management Plan

Jana Small Finance Bank – Custom Build-out

Project Manager: Shirsh Kumar

Project Start Date: January 15, 2024

Project End Date: April 15, 2024

1. Project Objectives & Success Criteria

Project Objectives

- Conduct client meetings to finalise key specifications, including restroom, canteen, and parking space requirements.
- Deliver a functional office space as per client-approved specifications.
- Complete the build-out on time to ensure the bank's move-in occurs as planned.
- Manage project costs effectively, staying within budget while ensuring quality.
- Coordinate with vendors and contractors to ensure seamless execution of construction and interiors.
- Ensure smooth handover of the completed space, meeting all agreed-upon expectations.

Success Criteria

- The build-out is completed within the timeline and budget.
- The client is satisfied with the final space and moves in without delays.
- All agreed-upon specifications are met, including restroom, canteen, and parking space decisions.
- No outstanding dependencies remain after handover.

2. Scope Management Plan

Scope Statement:

This project involves the custom build-out of a 2000 sq. ft. office space for Jana Small Finance Bank, ensuring it meets agreed-upon specifications for functionality, aesthetics, and operational efficiency.

Work Breakdown Structure (WBS):

- 1.0 Client Coordination & Planning
 - 1.1 Initial Client Meetings & Requirement Gathering
 - 1.2 Space Planning & Layout Finalisation
 - 1.3 Budget Approval & Procurement Strategy
- 2.0 Procurement & Vendor Management
 - 2.1 Material Selection & Ordering
 - 2.2 Contractor Hiring & Scheduling
- 3.0 Build-Out Execution
 - 3.1 Civil & Structural Modifications
 - 3.2 Interior Work (Flooring, Partitions, Ceilings)
 - 3.3 Electrical & Lighting Setup
 - 3.4 Decision on Number of Restrooms, Need for a Canteen, and Required Parking Space
- 4.0 Handover & Client Sign-Off
 - 4.1 Final Walkthrough & Defect Rectification
 - 4.2 Project Completion & Handover

Scope Exclusions:

- No regulatory compliance or licensing requirements.
- No IT infrastructure setup (handled by Jana Bank's internal team).

3. Schedule Management Plan

Milestone	Planned Completion Date
Client Meetings & Requirement Finalization	January 2024
Procurement & Vendor Finalization	February 2024
Civil & Interior Work Begins	February 2024
Electrical & Fixtures Installation	March 2024
Final Walkthrough & Handover	April 2024

Project Tracking Tool: monday.com

4. Cost Management Plan

Estimated Budget: ₹25,00,0000

Category	Estimated Cost (₹)
Civil & Interior Work	₹ 15,00,000
Electrical & Lighting Installations	₹ 4,00,000
Vendor & Contractor Fees	₹ 3,00,000
Contingency Reserve	₹ 3,00,000

Cost Control Strategies:

- Fixed-price contracts with vendors to prevent budget overruns.
- Weekly cost tracking to monitor expenses and prevent overages.
- Buffer for unexpected costs within contingency reserves.

5. Quality Management Plan

Quality Standards:

- The build-out must match the client-approved specifications.
- All work must meet industry-standard finishing quality.

Quality Control Measures:

- Regular site inspections to ensure progress aligns with the approved design.
- Final walkthrough with the client before handover to ensure satisfaction.
- Snag list resolution before project closure.

6. Resource Management Plan

Resource	Role	Allocation
Project Team	Coordination & Execution	Full-Time
Contractors	Civil & Interior Work	Full-Time
Vendors	Material Supply	As Needed

7. Communication Management Plan

Stakeholder	Communication Method	Frequency
Client (Jana Small Finance Bank)	Meetings & Progress Reports	Weekly
Contractors & Vendors	Site Visits & Status Calls	Weekly
Internal Team	Daily Stand-ups	Daily

Tools Used: Email, WhatsApp, Zoom, and Monday.com.

8. Risk Management Plan

Risk	Impact	Likelihood	Mitigation Strategy
Material Supply Delays	High	Medium	Source multiple vendors for critical materials
Cost Overruns	High	Medium	Weekly tracking & contingency reserves
Design Change Requests	Medium	High	Lock specifications before procurement
Labor Shortages	Medium	Medium	Maintain backup workforce & stagger schedules

9. Change Management Plan

Purpose: Ensure all project scope changes are documented, evaluated, and approved before implementation.

Change Request Process:

1. Client submits a change request specifying the modification and reason.
2. Project Manager evaluates impact on cost, timeline, and scope.
3. Feasibility assessment conducted with contractors and vendors.
4. Client approval required if the change affects budget or timeline.
5. Change is documented and integrated into the project plan.

Change Control Measures:

- Strict approval process to prevent unnecessary scope creep.
- Budget and timeline assessments before executing changes.
- Transparent communication with all stakeholders.

10. Procurement Management Plan

Vendor Selection Criteria:

- Cost-effectiveness with adherence to quality standards.
- Reliable delivery timelines to prevent delays.
- Strong track record in commercial build-outs.

Contract Type: Fixed-price contracts to control costs.

11. Formal Closure Process

Purpose: Ensure a structured and documented project closure, confirming that all client expectations have been met.

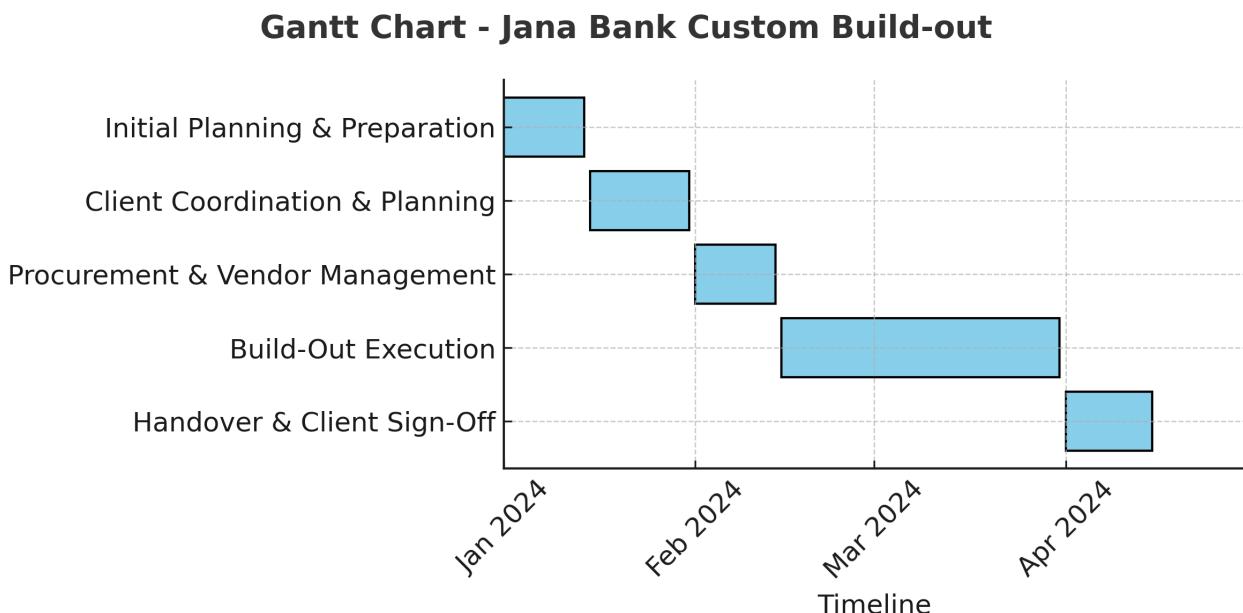
Steps to Close the Project:

1. Final Walkthrough with Client – Identify any outstanding work.
2. Snag List Resolution – Rectify minor defects before sign-off.
3. Final Cost Review – Ensure no outstanding payments or cost overruns.
4. Client Handover Meeting – Present the completed build-out.
5. Obtain Formal Sign-off – The client acknowledges project completion.
6. Lessons Learned Review – Document key takeaways for future projects.

Final Deliverables:

- Signed Handover Certificate from the client.
- Lessons Learned Report summarising key findings.
- Final Project Budget Report confirming financial closure.

12. Gantt chart



Approval & Sign-Off

This **Project Management Plan** is officially approved by the project manager and client.

Approved by:

Branch Manager– Jana Small Finance Bank
Shirsh Kumar – Project Manager