

# **Jana Small Finance Bank Custom Office Build-out**

## **Project Purpose:**

The project aims to design, construct, and set up a 2000 sq. ft. branch office. This expansion aligns with the bank's growth strategy to strengthen its presence in Tier 3 cities, enhance operational efficiency, and improve customer experience.

## **Scope**

### **In Scope:**

- Client Consultation & Space Planning – Finalising specifications for office layout, restrooms, canteen, and parking space.
- Civil Construction & Interior Work – Completing modifications, flooring, partitions, ceilings, and painting.
- Electrical & Lighting Setup – Installing essential power systems and lighting fixtures.
- Procurement & Vendor Management – Sourcing high-quality materials and overseeing contractor performance.
- Execution of Approved Specifications – Implementing the build-out as per client-approved requirements.
- Final Walkthrough & Client Handover – Conducting a detailed review, resolving any issues, and completing project closure.

### **Out of Scope:**

- Banking IT Infrastructure – All IT setup and networking will be handled by Jana Bank's internal IT team.
- Regulatory Approvals – No additional compliance or permits beyond standard leasing agreements.

### **Project Constraints:**

- Time Constraint: The project must be completed by April 15, 2024 to ensure timely bank operations.
- Budget Constraint: The project must remain within INR 25 lacs, with a contingency reserve in place.
- Resource Availability: Contractors and vendors must align with the project schedule for smooth execution.

### **Approval & Authorisation:**

This document confirms the scope of the project and provides guidelines for execution.

#### **Approved by:**

Branch Manager – Jana Small Finance Bank

Shirsh Kumar – Project Manager