

# Project Execution Plan

**Project Name:** Muthoot FinCorp Gold Loan Custom Office Build-out

**Project Manager:** Shirsh Kumar

**Project Start Date:** May 2, 2024

**Project End Date:** September 30, 2024

## 1. Purpose of the Execution Plan

This Project Execution Plan provides a structured approach to carrying out the Muthoot FinCorp Gold Loan Custom Office Build-out project. It ensures that all key activities are efficiently managed, resources are effectively utilised, and the project is completed on time and within budget.

## 2. Execution Strategy

The project execution will be carried out in the following phases:

### Phase 1: Initiation & Planning (May 2 – May 15, 2024)

- Conduct client meetings to finalise project specifications, including restroom, partition, electrical work, parking space, and canteen provisions.
- Secure vendor contracts and finalise procurement strategy.

### Phase 2: Procurement & Pre-Construction (May 16 – June 5, 2024)

- Finalise the selection of vendors and contractors.
- Order materials to prevent supply chain delays.
- Conduct site readiness assessment.

### Phase 3: Construction & Installation (June 10 – August 20, 2024)

- Execute civil work (walls, partitions, and restroom construction).
- Carry out flooring and wall finishing (tile work, painting, and surface finishing).
- Install electrical wiring, lighting fixtures, and plumbing connections.
- Develop parking space and canteen area as per design specifications.

### Phase 4: Final Walkthrough & Handover (August 21 – September 28, 2024)

- Conduct a detailed inspection with stakeholders.
- Address snag list items before final approval.
- Obtain formal client sign-off and document lessons learned.

### 3. Roles & Responsibilities

Role	Responsibilities
Project Manager	Oversees execution, monitors progress, and ensures adherence to scope and timeline.
Contractors & Vendors	Execute civil, electrical, plumbing, and finishing work.
Labours	Carry out physical construction tasks, including masonry, flooring, plumbing, and electrical work.
Client Representatives	Provide approvals at key milestones and participate in the final walkthrough.

### 4. Resource Allocation

#### Human Resources:

- Project Team: Coordination & execution oversight.
- Contractors: Civil, electrical, and plumbing teams working on-site.
- Labours: Responsible for executing day-to-day construction tasks.

#### Material Resources:

- Construction Materials: Cement, tiles, paint, fixtures, and electrical supplies.
- Equipment & Tools: Provided by contractors to complete required work.

### 5. Risk Management & Mitigation

Risk	Impact	Likelihood	Mitigation Strategy
Material Delays	High	Medium	Pre-order critical materials & maintain backup suppliers.
Budget Overruns	High	Medium	Weekly cost monitoring & contingency reserves.
Design Changes	Medium	High	Lock scope before procurement & client approvals.
Labor Shortages	Medium	Medium	Maintain backup workforce.

### 6. Change Control Process

- Step 1: Submit a Change Request Form detailing scope modifications.
- Step 2: Assess impact on cost, timeline, and quality.
- Step 3: Obtain client approval before implementing changes.
- Step 4: Update project documentation and integrate approved changes.

## 7. Performance Monitoring & Reporting

- Weekly progress reports comparing actual vs. planned progress.
- Stakeholder updates through scheduled meetings.

## 8. Project Closeout & Handover

### Final Steps:

- Complete budget reconciliation and final cost reporting.
- Perform a final walkthrough with the client.
- Address any remaining issues before final sign-off.
- Submit all project documentation, including warranties and vendor contracts.

### Final Deliverables:

- Lessons Learned Report summarising key takeaways.
- Final Budget Report confirming financial closure.

This Project Execution Plan ensures that the Muthoot FinCorp Gold Loan Custom Office Build-out is executed efficiently, meeting all client expectations while maintaining quality, budget, and timeline adherence.