

# Scope Statement

**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. Project Objective

The objective of the Muthoot FinCorp Gold Loan Custom Office Build-out project is to construct a functional 1,500 sq. ft. office space within four months. The build-out will include foundational work such as restroom construction, flooring, partitions, electrical installations, parking space setup, and provisions for a canteen area, ensuring the space is prepared for further customisation by Muthoot FinCorp Gold Loan's internal teams.

## 2. Scope Description

This project involves the core construction and essential modifications necessary to prepare the space for operational use. The scope includes:

- Civil Work: Construction of partitions, restrooms, and foundational modifications.
- Flooring & Wall Finishing: Tile work, painting, and surface finishing.
- Electrical & Plumbing Setup: Installation of wiring, lighting fixtures, power points, and plumbing connections.
- Parking Space Setup: Designation and preparation of a parking area.
- Canteen Provisions: Allocation and basic construction of a canteen or pantry space.
- Vendor & Contractor Coordination: Managing procurement, labor, and execution to meet project timelines.
- Final Inspection & Handover: Conducting a walkthrough to ensure all agreed-upon construction elements are complete and the space is ready for internal customisation.

## 3. Deliverables

- Completed construction of restrooms, partitions, and essential civil work.
- Installed flooring, tiles, and wall finishing.
- Fully operational electrical and plumbing setup.
- Defined and prepared parking space.
- Constructed and allocated space for a canteen or pantry.
- Final construction walkthrough and defect resolution.
- Handover of the constructed space for Muthoot FinCorp Gold Loan's further customisation.

## 4. Exclusions

- Installation of furniture, branding elements, and decorative interiors.
- IT infrastructure setup (handled by Muthoot FinCorp Gold Loan's internal team).
- Banking equipment setup, such as ATMs and security systems.
- HVAC system installation unless separately specified.

## 5. Constraints & Assumptions

### Constraints:

- The project must be completed within four months (by September 30, 2024).
- The budget must remain within approved financial limits with minimal deviations.
- The scope is limited to construction and infrastructural readiness, not a fully furnished office.

### Assumptions:

- Vendors will deliver materials on schedule without major delays.
- Client specifications will remain unchanged after approval.
- No unexpected site conditions will cause delays or cost overruns.

## 6. Acceptance Criteria

- The construction work is completed within the agreed timeline and budget.
- The space is structurally sound and ready for further installations.
- All foundational work, including restrooms, partitions, flooring, electrical, plumbing, parking space, and canteen area, is completed as per specifications.
- The client formally accepts the completed construction scope without unresolved concerns.

This **Scope Statement** defines the boundaries of the project, ensuring alignment with Muthoot FinCorp Gold Loan's expectations for a well-structured operational office space.