

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.