Quick1

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Sample of Schedule, Quality, and Risk Management Plan

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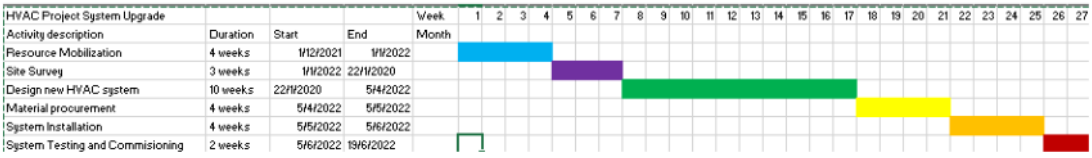
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Schedule Management Plan

Project scheduling methodology to be used will be Gantt Charts and the creation tool will be Microsoft Project program. The plan will start with the deliverables upon identification in the Work Breakdown Structure (WBS). The activity definition will define the particular task packages that must be finished in order to accomplish each outcome. Activity sequencing will be utilized to establish the arrangement of work packages and to establish connections between project activities. Project time estimation will be used to calculate the duration of each activity necessary to complete task packages. To complete the scheduling process, capacity estimations will be used to distribute funds to task bundles.

Schedule Baseline:

After having done the WBS ready we can go to the schedule baseline and divide the work in time basis. Baseline schedules was used for the preparation of the reference point budget, deployment plans, as well as distribution of resources.We used Microsoft Excel to develop the schedule timeline. The work shall start at 1/12/2021 and end at 19/6/2022. Below is more details of each activity.



Mobilization

HVAC Project System Upgrade				Week	1	2	3	4
Activity description	Duration	Start	End	Month			1	
Resource Mobilization		1/12/2021	1/1/2022					
labor	4 weeks	1/12/2021	1/1/2022					
tools	2 weeks	1/12/2021	14/12/2021					
project signboard	week	1/12/2021	7/12/2021					

Site survey

HVAC Project System Upgrade				Week	1	2	3
Activity description	Duration	Start	End	Month	1		
Site Survey		1/1/2022	22/1/2020				
gathering technical data	3 weeks	1/1/2022	22/1/2020				
site mapping	2 weeks	1/1/2022	14/1/2020				

Design new HVAC system

HVAC Project System Upgrade				Week	1	2	3	4	5	6	7	8	9	10
Activity description	Duration	Start	End	Month										
Design new HVAC system		22/1/2020	5/4/2022											
technical design	8 weeks	22/1/2020	22/3/2022											
Design approval	2 weeks	22/3/2022	5/4/2022											

Material procurement

HVAC Project System Upgrade				Week	1	2	3	4
Activity description	Duration	Start	End	Month				
Material procurement		5/4/2022	5/5/2022					
purchase request	1 week	5/4/2022	12/4/2022					
pre delvery inspection	1 week	12/4/2022	17/2/2022					
material receipt report	2 weeks	17/2/2022	5/5/2022					

System installation

HVAC Project System Upgrade				Week	1	2	3	4
Activity description	Duration	Start	End	Month				
System Installation		5/5/2022	5/6/2022					
new cable installation	1 weeks	5/5/2022	12/5/2022					
replacement of old HVAC	2 weeks	12/5/2022	24/5/2022					
Automization of the HVA	1 week	24/5/2022	5/6/2022					

System testing and commissioning

HVAC Project System Upgrade				Week	1	2
Activity description	Duration	Start	End	Month		
System Testing and Commisioning		5/6/2022	19/6/2022			
test the installed system	1 week	5/6/2022	12/6/2022			
hand over to project spons	1 week	12/6/2022	19/6/2022			

When this preparatory schedule is completed, the project team will evaluate it, as well as the resources allocated to the projected activities. The engineering tools for the project must also agree on the proposed work package allocations, deadlines, and timetable. Once this is accomplished, the Proponent will check and approve the timetable, after which it will be baselined.

The milestones for the project timetable will be as follows:

- Finalization of the Work Breakdown Structure (WBS)
- Completion of project Baseline schedule
- Acceptance of the final project budget
- Project start-up
- Validation of roles and responsibilities for multiple project team and the stakeholders
- The requirements definition has been approved.
- Data mapping completion
- Implementation of the project
- Final deliverables approval

Schedule development duties include:

The Project Manager will lead the project team with project tasks definition, ordering, and finance and time estimation. The program timetable will be produced by the steering committee using MS Project and

confirmed by the project team, stakeholders, and the project promoter. The project manager will get permission from the project sponsor and baseline the timetable.

The steering committee is in responsible of defining project packages, sequencing them, and projecting time and resources. Once the proposed timetable has been agreed, the development team will study and validate it, as well as carry out the designated obligations.

The program Manager will evaluate and authorize the proposed schedule before the ultimate schedule is baselined

2. Quality Management Plan

Upgrade the HVAC project plan quality system will consist of two quality plans:

- Quality Assurance
- Quality Control

The following are the distinctions between these systems and policies:

	Quality Assurance	**Quality Control**

Definition	A series of operations designed to assure quality in the end product's development.	A series of operations designed to assure the quality of the final output.
Goal	To optimize the testing process so that defects do not occur when the product is being created.	Detecting a flaw after a product has been developed but before it is launched.
Responsibility	Every member of the team is participating.	Has a specific staff that inspects the items for flaws.
As a Tool	Management tool	Instrument of correction
Focus on	Preventing flaws	Reacting to flaws.
How	Create a good quality management system and evaluate its effectiveness.	Using tools and equipment, identify and eliminate sources of quality concerns.
What	Through planned operations, quality issues may be avoided.	The actions and strategies employed in order to attain and sustain product quality processes and services.

For the project, a quality assurance and control plan will be established, which will deal with quality as it relates to the successful planning and execution of the HVPC upgrade. As shown in the table, Quality Assurance plans are activities done prior to the event to remove flaws, whereas Quality Control plans are actions taken after the job to uncover and correct flaws. Good Quality Assurance planning should make Quality Control simpler and easier to carry out.

Upgrade HVPC Quality Management Plan will include the following aspects:

- Procedures
- Standards
- Equipment
- Knowledge and Skill

The quality control plan will include, but is not confined to, the following elements:

- Job Package Assessments
- Phase Reviews
- Joint Inspections
- Quality Checks at Handover

The primary goal of the quality plan is to create the most dependable and efficient HVAC system possible for RT Terminal Sea Island. The upgraded HVACs will be able to significantly lower the lifecycle cost, run under low power consumption, lower the costs of maintenance. Also, employees' suitable working conditions will be guaranteed and electricity outage due to the faulty HVAC systems will be solved.

The upgraded system will comply with Saudi Aramco safety standards. Anti-rust paints and steel will be used to control the extreme rusting problem within the harbor. Power usage with the upgraded HVAC will be lower that the faulty system. The control system of the upgraded HVAC will be more digital and user friendly with more user specific settings to offer the exact level of conditioning needed.

The Project quality manual, the project detailed procedure and the contracted work scope is the major input to the project quality plan. Since upgrading is a process not a product the inspection

and test plan will focus on key performance Indicators (KPIs) instead of using actual testing, the major ones that relates to quality, cost, scheduling and time are:

Percentage of work requests submitted on time:

a) Percentage of job packages scoped on time:

- Measures the timeliness of the scoping. Measured as Number of job packages detailed scoped before scoping freeze date divided by total number of job packages at end of project. (Target: More than 90%)

b) Percentage of scope changes:

- Measures the quality of the scope. Measured as Number of scope changes (Less Work, Additional Work, and Extra Work, excluding waiting hours) divided by total number of job packages at end of project. (Target: Less than 10%)

c) Percentage of job packages planned on time:

- Measures the timeliness of the planning. Measured as Number of job packages planned before planning milestone date divided by total number of job packages received at end of project. (Target: More than 90%)

d) Percentage services contracts on time:

- Measures the timeliness of the contracting. Measured as Number of services PO issued before contracting milestone date divided by total number of services contracts at end of project. (Target: More than 90%)

e) Percentage of job packages materials acquired on time:

- Measures the timeliness of the material coordination. Measured as Number of job packages material delivered before material milestone date divided by total number of job packages at end of project. (Target: More than 90%)

f) Time Deviation final schedule:

- Measures the timeliness of the scheduling. Measured as Deviation in between realizations of final schedule versus final schedule ready milestone. (Target: Less than 30)

RT Terminal Sea Island response to these changes in the Quality plan

Change Control	Entails the least interruption to services, cost-effective utilization of resources in addition to lessening of back-out activities considered during change of implementing plan. Any Change Order has to go through the steering committee who will decide on the action required.
Document Control	A record is kept for the inspection procedures, the quality level of the maintenance and any defects in the system. These documents are kept for both ISO and statistical purposes.
Control of Purchased material	A random sampling technique is used to test the quality of purchased material, that is for small items with huge quantities, however if the quantity is small a quality assurance test is implanted.
Non-Conforming Items	Since the materials are extremely expensive in the overall maintenance, they have to fix the problem instead of replacing the item.
Corrective Action	RT Terminal Sea Island has a corrective action plan for most operations and the quality department is required to follow it.

Handling and Storage items	Items are stored in the main warehouse at the same condition required by the material supplier to ensure that these item will be in shape when using.
Records	A record is kept for testing procedure, number of defectives per patch, the corrective action for each case and response to nonconforming processes.
Audit	The company has two Audits systems, internal and external systems. They both indicate what actions were taken when the company faced a defect.

3. Risk Management Plan

Since we are not operating alone in the environment, we will need a plan to mitigate any risk that may threaten the progress of our project. The following approaches are useful system for identifying the risk:

a) Process analysis: It will aid in the identification of operational risks impeding program development.
b) Brainstorming: Team members share their thoughts on risk possibilities.
c) Interviews: A business risk specialist arranges interviews with various corporate team members in address worries.
d) Workshops: A gathering of a cluster of other enterprises in a contented setting to pinpoint risks as well as analyze their potential impression to the organization
e) Organizational comparison: Benchmarking is a strategy for comparing one's own company to rivals

f) Questionnaires: aimed at identifying project members' issues.

Risk prioritization

Project Team shall develop contingency Plan to address any emergency situation which may hinder HVAC upgrade progress and overall completion of project. Project risks should be identified on the onset of the project so that mitigation can also start early.

Main emergency factors to be considered are:

a) System upgrade Risk

Plans shall be in place to curb the threat that the upgraded HVAC system may not perform as expected and may even under perform the old HVAC systems. The plans will help avoid:

- Rust from affecting the new system
- The upgrade is energy efficient and effective in regulation of temperatures
- System does not fail during testing

b) Risk of electric Shock

Plans shall be formulated to ensure that technicians or other workers do not come into conduct with naked wires since they suffer the risk of injury or death. The plan will ensure:

- Power is switched off during installation
- New cables installation is done properly with no naked cases.
- Workers to shun working zone until commissioning of the project

c) Exposure to toxic asbestos

Arrangements shall be done to ensure that during upgrading and installation, technicians and engineers do not suffers the risk of coming into conduct with asbestos inside the HVAC systems. Plan will ensure that:

- Technicians wear protective attire during installation
- Inefficiency of technicians
- The old HVAC systems are disposed safely

HCAV Upgrade based on shem 10				Likelihood				
Electric shock	**Asbestos**	**Upgrading failure**		**very unlikely (L5)**	**unlikely (L4)**	**possible (L3)**	**likely (2)**	**very likely (1)**
Death	lung Cancer	Stoppage of services	very high	2	2	1	1	1
Numbness	asbestosis	Competition	high	3	2	2	1	1
No Movement	mesothelioma	high cost incurred	moderate	3	3	2	2	1
Burns	hard breathing	adverse conditions	low	4	3	3	2	2
Pain	early death	workers complains	very low	4	4	4	4	4

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