



Work Package

PRINCE2 Work Package

Fadil Lika

26 March 2018

1. Project Details

Project Name:	Smith/ E16 - Kitchen and Bathroom Renovation
Date:	26 th March 2018
Author/Owner:	Fadil Lika
Client Name:	Mr Smith
Client Address:	18 Kildare Road, Canning Town, E16 4AD
Document Number:	RFS534

2. Revision History

Revision Date	Summary of Change	Author/Editor	WP Status
26 March 2018	Including additional description under the quotes	Fadil Lika	Draft

3. Approvals

This document requires the following approvals. A signed copy (hard/soft) should be placed in the project files.

Name	Signature	Title	Date of issue	Version
Fadil Lika		RFS Renovations Director	26 March 2018	0.1
Mr Smith		Client	27 March 2018	0.1

4. Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Mr Smith	Client 1	26 March 2018	0.1
Mr Smith	Client 2	26 March 2018	0.1
Mr Smith Junior	Client 3	26 March 2018	0.1

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SAMPLE RFS RENOVATIONS

5. Purpose

This work package sets out how the installation of new kitchen units and bathroom suits will be carried out along with detailed breakdown of work package, sign off arrangements along with agreed reporting arrangements.

6. Output To Be Delivered

It has been agreed to deliver:

- a. New fitted kitchen as per design and delivered by supplier xx
- b. Installation of a new bath suit delivered and purchased from xx
- c. Total renovation of the existing bathroom, including plastering, painting, and tiling

7. Detailed Work Package Description

No.	Kitchen Installation Task Description
1	Removal of old kitchen units
2	Removal of old wall tiles
3	Removal of old flooring
4	Removal of radiator to make room for new kitchen and install it on the other side of the wall
5	Removal of old ceiling plasterboards
6	Removal of old window next to the boiler
7	Removal of old skirting board
8	Open up a new doorway for garden access including new concrete lintel for doorway
9	Removal of kitchen entry door and raise frame to ceiling
10	Restructuring of new x2 window frames and new x2 doorways
11	Installation of new partition walls including insulation and walls for new bathroom
12	Brick Up old garden door halfway for the new window
13	Installation of new 2 windows
14	Installation of new x3 doors including garden door
15	Installation of new 8-10 down lights including 2 lights for breakfast bar
16	Board up ceiling with new plasterboards
17	Rearrange plumbing for new kitchens including waste pipes
18	Rearrange electrics for new kitchens
19	Re-plastering walls and ceiling
20	Box in boiler with smaller unit matching new kitchen
21	Installation of new wall, base units or existing units and new doors according to plans provided from Howden's Joinery
22	Installation of new worktops

23	Installation of new extractor fan and new appliances
24	Installation of new sink and mixer tap
25	Installation of new chrome electric sockets and chrome switches
26	Fit new skirting boards and architraves
27	Rubdown, fill and apply 2 -3 coats of Dulux trade pure brilliant white paint on ceiling
28	Rubdown, fill and apply 2-3 coats of paint of your choice on walls
29	Paint all woodwork
30	Installation of new wooden flooring

Bathroom Renovation

No.	Bathroom Installation Task Description
31	Rearrange plumbing for new toilet and basin
32	Installation of new waste pipes for toilet and basin
33	Installation of new ceiling with moisture resistant plasterboards
34	Installation of new 2 LED IP65 down lights
35	Re-plastering walls and ceiling
36	Tile splash back for basin
37	Tile floor
38	Installation of new extractor fan
39	Installation of new basin and toilet
40	Installation of all required mirrors, towel holders and accessories
41	Paint ceiling with mould-resistant paint
42	Paint door and architraves
43	Removal of all waste materials and packaging

8. Out of Scope

Any work that has not been captured under '7, detailed work package description' is out of scope. Providing for any materials is also out of scope.

9. Quality Criteria

- The required Work Package is clearly defined and understood by the assigned resource
- There is a Product Description for each required product, with clearly identified and acceptable quality criteria
- The Product Description(s) matches up with the other Work Package documentation
- Standards for the work are agreed
- The defined standards are in line with those applied to similar products
- All necessary interfaces have been defined
- The reporting arrangements include the provision for raising issues and risks
- There is agreement between the Project Manager and the recipient on exactly what is to be done
- There is agreement on the constraints, including effort, cost and targets
- The dates and effort are in line with those shown in the Stage Plan for the current management stage
- Reporting arrangements are defined
- Any requirement for independent attendance at, and participation in, quality activities is defined

10. Progress Reporting Arrangements

For the purpose of this project, a weekly formal reporting arrangement has been agreed. This will entail a progress update dashboard, showing the tasks that have been completed, tasks scheduled for the coming weeks including any dependencies identified or slippage. Reasons for any slippage will be communicated including its impact on the project as a whole. Along with weekly reporting, risks and issues logs will be updated and submitted. In addition to the formal reporting ad hoc update will be made on a daily basis and where decisions required from the client, their presence maybe required in person if not over the phone.

11. Change Requests

Any additional job requirement or substantial changes to the '**7.Detailed Work Package Description**' will require submission of a change request. This is to ensure a thorough analysis is provided on the impact on cost and time for client to make an informed decision. This also creates a culture of transparency, ownership and managing change with minimal disruption to the project.

12. Resource Allocation

The following resources will be allocated to the life of this project

By Professions	Quantity
Tiler	X2
Painter & Decorator	X1
Plumber	X2
Electrician	X1
Plasterer	X1
Kitchen Fitter	X2
Apprentice	X1

13. Budget Agreement and Sign Off Arrangements

Details of the agreements on effort, cost, start and end dates, and key milestones for the Work Package.

Element	Actuals
Cost:	£xx,xx.
Start Date:	14 may 2018
End Date:	11 June 2018

For the purpose of this project a sign off arrangement has been agreed for each the stages of the project. A 40% deposit has been agreed along with % of release of payments at the completion of each milestone below.

- a. Completion of 1-7, 9
- b. Completion 8, 10 -15
- c. Completion of 16-19 and 31-35
- d. Completion of 20-25, 30 and 36 -40
- e. 26-29 and 42 -43

SAMPLE RFS RENOVATIONS