

Everyone's Smart University

Project (Spring 2021)

Student Name	Badr Yousef Albasiri	بدر يوسف البصري	اسم الطالب
Students I.D	2021200181		الرقم الجامعي

Section

Master

Date

Thursday

18 / 03 / 2021.

Course Code

(PMG506)

Advanced project Management

Instructor's Name:
Eng. Dr. Akram M. S. Ali

Activities and milestones of Ritz Carlton hotel standby generators project by Alrasim Energy company

1. Introduction

It is important in critical sites to provide a sustained power supply all the times to ensure the continuous service, therefore in our current project in Alrasim energy company is to install standby generators in Ritz Carlton hotel to provide them with the needed power supply in case of any power interruption. We are in the planning phase and for me as a project engineer, I will help in preparing a detailed plan of the next period which is about 3 month which is the required time to finish this project within it and provide a timeline including the activity list and the milestones which is the selected point by me in this assignment, also I will help in supervising the execution phase after completing planning phase to ensure the correct implementation of different process. The importance of determining the activity list is to help the team in the other process in producing other deliverables including WBS and completing the schedule, also the milestones help in providing a summary of the important deliverables for the upper management in short time.

In this assignment, I will provide an activity list for the project and what needed to finish installing the standby generators then a milestones schedule to provide an overview of the important points in the project, I will illustrate the existing studies about the importance of preparing the activities and milestones schedules in contributing to the next process in the project and how it helps in measuring and tracking the progress of the project toward achieving the project goals within specified time and budget.

2. Literature review

In this section, we will summaries different studies about the activity list and milestone and their importance in the project management, we will refer to existing studies and recent study in the field.

2.1 Activity list

In order to proceed in any project, you need to prepare a schedule that will help in organizing your work and will be a factor in determining other requirement including preparing resources and compute the budget required to finish the project, and all of that started with preparing a list containing all the activities that need to be done and then we can continue preparing next work [1].

The activity list contains different information about the activities including the scope of each one of them and special number or symbol identifying each activity, after that, determining for the sequence between them will start to determine the first and last activities and in between then how many resources required for each of the and the time needed and finally, these data will be used in developing the project schedule [2].

2.2 Milestone list

On the other hand, milestone of a project, is a list containing important points and flags in the life of a project that established in the planning phase and it does not have any estimated time, so we do not assign an estimated duration for it, and it help us in dividing the project to different stages to notice and track the progress and development along the time, it may contain some information including a specific start or end date and any required inspection or test also any budgeting or auditing review. Without using such a tool, will make the upper managers ending with tracing and following all the tasks in sequence to measure project progress which is not practical and will waste their time at no significant benefit [3].

Generally, milestones help in determining a deadline of different phases so the managers can monitor the project progress, it help you in knowing the important points in the project and get an good overview about it and at the end of each milestone there are some process to do including payment for the contractors and suppliers, it also help in performing accountability and ask about the responsible persons in case exceeding some deadlines, and finally it help the managers in distributing the resources depending on the milestones which indicate for the needed department [4].

3. Methodology

In order to prepare the activity list and milestone list in planning phase, we asked for the project charter which have a high level scope of the required work and a high level of the requirements needed by the customers and stakeholders in Ritz Carlton hotel, we also asked for the scope baseline related to the standby generators project that containing the work breakdown structure WBS and the deliverables that have to be achieved in the different stages and finally the acceptance criteria. We attended some meetings with different experts from our company and from external contractors to define the activities of the project and the milestone by decomposing the scope that we have also depending on the terms between our company and Ritz Carlton hotel.

We prepared the activity list and milestones list by collecting data and performing group discussions and meetings with different employees including:

- 1- Mazen Rasbeiy, project manger
- 2- Hassan Ujaimi, project manager
- 3- Melvin Lisining, project engineer
- 4- Badr Albasiri, project engineer

Then analyzing data and prepared it which then can be decompose in next process and determine dates form it and relationships to develop the final schedule for the project.

4. Results and discussion

As we can see in below tables, we prepared a sample of the complete table of the activity list and milestone with proposed data and activities of the project, there are some work will be done in cooperation with Ritz Carlton team and another work related to generators will be in cooperation with the manufacturer team SDMO, the project will be finished with 3 months and it including performing different kinds of tests for the system to ensure it ready and available in case of emergency cases.

Later, these activities will be linked with each other by different types of relation depending on their requirement also the specific dates will be determined for every activity and this will form a Gantt chart which can be done by different available software's

including Primavera P6 which help in preparing different kind of data according to your project and planning nature.

Table 1: Project information

Project Name	Ritz Carlton standby generators project	Date	2021 May 3
Project Manager	Mazen Rasbeiy	Project Owner/Client	Ministry of Finance

Table 2: Activity list

Activity Number	Activity Name	Detailed Activity Description	Assigned To
100	Alrasim site mobilization	Preparing the office and the needed devices and equipment	Team
101	Pre-inspection	Checking different facilities and current status	Badr
102	Fire systems test	Testing and ensuring the complete isolation of rooms for FM200 suppression system	Melvin
103	Installation inspection	Checking the situation of generators after completing installation	Mazen
104	First report to Ministry of finance	Summarizing the project current status and progress performance	Team
105	Engine/genset inspection	For the different parts of the generator and its auxiliaries	Badr, Melvin
106	Checking auxiliary genset	For the different part of the auxiliary generator and its components	Melvin, Hassan
107	Genset restart test	Testing generator working without any load	Hassan

108	SDMO test	Performing test by manufacturer employees	Badr, SDMO team
109	Synchronization test	Ensuring the full integration with public grid and existing system	Mazen, Ritz team
110	Security test	To ensure the sustainability of the systems against different problems	Melvin
111	Automation test	Checking the full automation for all substations and switchgears	Badr, Hassan
112	Site acceptance test	Ensure completing all the required work	Mazen, Melvin
113	System test with customer	Ensure the attend of customer and fulfill the required points in contract	Mazen, MOF
114	Commissioning certificate	Completing the final work and receiving final letter	Mazen
115	Training	Train the operation team on operating generators	Badr, Melvin
116	Hand over to customer	Completing hand over to the Ritz team employee	Hassan
117	Final report to ministry of finance	Mentioning the important details and processes of the work done	Team

Table 3: Milestone's list

Milestone No.	Milestone	Mandatory/Optional	Target date
1	Project start	Mandatory	2021 May 20
2	Receiving first payment	Mandatory	2021 Jun 10
3	completing generators installation	Mandatory	2021 Jul 15
4	Completing tests	Mandatory	2021 Jul 25
5	Receiving final payment	Mandatory	2021 Aug 5
6	Project end	Mandatory	2021 Aug 15

References

- [1] Sempebwa R. (2013) Project schedule management. ResearchGate.Net
- [2] Silvius G. (2020) The role of the Project Management Office in Sustainable Project Management. ResearchGate.Net
- [3] Miranda E. (2018) A Participative Visual Approach to Milestone Planning. ResearchGate.Net
- [4] Eade D. (2019) What is a Project Milestone and why are they important?. Workflow.MAX