



Project Audit Interview Checklist

LMC - Roses' Home / Vince Milton / Susan Utah /
23 Jan 2019

Complete

Score	0%	Flagged items	0	Actions	0
Project					LMC - Roses' Home
Project Manager					Vince Milton
Conducted on					23.01.2019
Prepared by					Susan Utah
Location					9490 Broad Street Santa Clara, CA 95050

Inspection

General Details

Has process improvement efforts been completed before requirements efforts begin?

Yes

Contact Kath (PMO) for more details.

Has a capability assessment been conducted?

Yes

Yes, was helped by other members of PMO team, Kath and Reid.

Has an organization readiness assessment been conducted?

Yes

Have project management standards and procedures been identified / established and documented?

Yes

All initial documents including this first draft we tried are documented. This has been developed and finally came up with the final house plan available in the PMO files.



Photo 1

Has the project approach and development strategy of the project been defined, documented and accepted by the appropriate stakeholders?

Yes

Are governance roles and responsibilities documented?

Yes

All PMO officers have access to it, too. Saved on the office computer in LMC folder.

Is a PMO (Project Management Office) in place and provide oversight to the project?

Yes

Are project team roles and responsibilities identified and documented?

Yes

Does all project documentation reside in a common repository for easy access?

Yes

Have all necessary approvals been obtained?

Yes

Are the project plans updated on a frequent basis?

Yes

Project Charter

Project description

The Roses contacted one of our officers to build their vacation house in California. They requested for the project to be finished within 10 months.

Project objectives

To construct a high-quality, custom house within 8 months at cost not to exceed \$170,000.

Sample budget

\$170,000

Basic milestones

1. Permits approved - February 5
 2. Foundation poured - February 18
 3. Dry in, framing, sheathing, plumbing, electrical work, ,mechanical inspections passed - February 27
 4. Final inspection - March 2-3
-

Stakeholders

Broad Street Homeowners Association
Roses family
LMC Management & Board

Project sponsor(s), clients, etc.

Phil Milton
Jane & Rob Roses
LMC Management & Board

Critical success factors

Complete and updated project plans and relevant documentation
Appropriate budget and costs
Complete project team management & members
Complete & functional equipment and tools
Updated permits and approval papers
Aligned decisions and plans of the management
Coaching/ meeting when needed
Appropriate quality management
Appropriate risk management

Success criteria

1. Finish at or under \$170,000
 2. Project completed before 8/30/2019
 3. Complete and good requirements obtained - project scope managed
 4. All training completed before implementation - 8/30/2019 - 0 scope change requests
 5. Able to respond to stakeholders/ clients query within 30 minutes
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Project Scope Statement

Scope description

1. Pouring of foundation, framing, sheathing, plumbing, electrical works and mechanical
-

inspections

2. Construction of living room, kitchen, family room, storage room and 3 bedrooms
 3. Basic furnishing of kitchen
 4. Painting interior and exterior finished home (white)
 5. Communication between clients, stakeholders and sponsors
-

Criteria for acceptance

1. All rooms in the house must be complete, painted with white, and kitchen furnished (according to scope)
 2. Window glasses must not be broken
 3. Stairs inside the house must not be steep (as requested by the client)\
 4. Storage room (attic) must have windows letting the sunlight come in
 5. Living room must have a wooden floor
 6. Doors and windows must have complete locks and latches, no broken screws
 7. Overall house work followed the blueprint provided
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Project deliverables

1. A finished home (2,200 square foot) composed of 3 bedrooms, a living room, a kitchen, a family room and a small storage room in the attic
 2. A finished garage, insulated and sheetrocked
 3. Kitchen appliances to include range, oven, microwave and dishwasher
 4. High-efficiency gas furnace with programmable thermostat
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Exclusions and constraints

1. Roses' home will be built to the specification and design of the original blueprints provided by the customer
 2. Owner responsible for landscaping and fence works
 3. Air conditioning is not included but pre-wiring is included
 4. Refrigerator not included in the kitchen appliances to be provided
 5. Contractor reserves the right to contract out services
 6. Contractor responsible for subcontracted work
 7. Schedule/ site work limited to weekdays, 8am to 5pm
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Completion

Additional Notes/ Recommendation

Clients, Jane & Rob Roses will visit every 2 months or so to review. Contact numbers also provided to LMC just in case of emergency or request for changes.

Full Name & Signature



Vince Milton
23.01.2019 13:59 PST

Appendix



Photo 1