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| September 17, 2018 | 100  Jeffery Morse, PMP | | |

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| Dutch Brothers Plus |

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| Dutch Brothers Plus Building Plan |
| Project Management Plan |
| This project will be choosing the “Phase” approach in project management. In general the team authorities and members include the Project Manager (PM), Procurement Manager {PrM), Quality Manager (QM), and Costs Manager (CM). The Project Manager will oversee all other departments, create and set the scope and project life cycle and time schedule. In addition, the PM well ensure all work and processes align with Dutch Brothers Plus culture and standards. The PrM will be responsible for purchasing properties, building materials, as well as ensuring that all paperwork for city applications and building permits and on time and correctly filled out. The QM will work on three fronts. 1. City and County inspections and OSHA. 2. According to Dutch Brothers Plus Quality Guide lines. 3. On site personal inspections of materials, and construction quality between phases. Lastly, the CM will oversee the Cost Schedule keeping track that costs are occurring to the predetermined patterns, actively seek cost reduction but not at the sacrifice of quality or time and oversee payments for any supplies needed not payed for through the procurement process. |

# Revisions and Distribution

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| **Revision** | **Release date** | **Distributed to\*** | | | | | | | | | | | |
| Client | Consultant | JV Main office(s) | All project mgmt. dept. | Sub-contractors | Suppliers |  |  |  |  |  |  |
| Rev. 0 (draft) | 29/10/2013 |  |  |  |  |  |  |  |  |  |  |  |  |
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\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

## Amendments

The Project Management Plan from time to time may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board (the change and control board is all lead managers in the project unless otherwise stated) prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

# Project Sponsor Approval

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| **Prepared by: Jeffery Morse** | **Reviewed by:** | **Approved by Proj. Sponsor:** |
| HQ, 17/09/2018 | Place, dd/mm/yyyy | Place, dd/mm/yyyy |
|  |  |  |
| Jeffery Morse, PMP  Owner JMS | Name  Designation | Name  Designation |

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# Project Life Cycle

The list of milestones set for this project go into effect of the step one is achieved. The expected time line of each following step is 30 days with a project end date six months from the start of step 2. Current projections are to purchase the building currently on the corner of Hammonton Smartsville Rd and N. Beale Rd, in Linda California. If for reason currently unknown the procurement of this property need to be extended no longer than three months will be allotted at which point a backup plan will be pursued. For further changes in delivery dates for required milestones meeting will be held by all manager to examine the benefits of further involvement.

Summary of milestones.

1. Signature of project Charter and financing.
   1. Architectural plans are finished.
2. Procurement of property.
   1. In tandem plans are receiving signatures from city planners.
3. Construction Begins Phase 1 (deconstruction & foundation work)
   1. Inspections
4. Construction Begins Phase 2 (framing, and electric).
   1. Inspections
5. Construction Begins Phase 3 (Stucco, drywall, concrete for landscaping)
   1. Inspections
6. Construction Begins Phase 4 (Finish Carpentry, Painting, Blacktop)
   1. Inspections
7. Walk Through, Signoff, and after meeting for learning.

# Project Management Approach

The project is undertaken to produce the deliverables of 1. The Dutch Brothers Plus (DBP) store front building, the DBP kiosk drive thru, and the customer parking areas. This project will be organized in phases, while keeping track of costs. Finally the Project Manager is the top tier with the PrM, QM and CM forming the rest of the control board. Each phase activity will be overseen by the perspective manager, exception will be handled by the control board.

## Objective

Dutch Brothers Plus needs their buildings build and customized.

## Project organization

Dutch Brothers Plus. Jeffery Morse Services

## Project tools and techniques

Monday.com will be used to formulate project scheduling and some communications, most other forms are cell phone based with texting, calls and video conferencing. All paper work will be available to every manager through google drive. Other tools used will be gnat charts and flow charts, WBS charts, along with the chart view of Monday.com.

# Baselines & Change Control

Explain for each of the following the threshold and what to do in case of variance.

## Schedule Baseline

Six months, Twelve months with exceptions.

## Cost Baseline

Costs do not include the purchase price of the properties. $180,000

## Scope Baseline

The scope of this project begins with the charter acceptance, though the cost of the purchase of the property is not part of the project. So for most intents the scope begins with the purchase of the property and runs to the sign off on the project receivables. The scope includes the remodel of the existing building, the construction of the drive thru kiosk, and the parking lot blacktop and landscaping. Also included are the items needed to successfully finish the deliverables at the customer requested quality within budget.

# Subsidiary Plans

The subsidiary plans listed below set out the planning details for the respective management areas and shall be prepared by the responsible manager(s).

1. Project Scope Management Plan and Work Structure Breakdown (WBS),
2. Project Change Management Plan,
3. Project Communication Management Plan,
4. Project Cost Management Plan,
5. Project Procurement Management Plan,
6. Project Schedule Management Plan,
7. Project Quality Management Plan,
8. Project Risk Management Plan,
9. Project Stakeholder Management Plan,
10. Project Human Resource Management Plan,
11. Project Health and Safety Management Plan,
12. Project Environmental Management Plan,
13. Process Improvement Plan.

# Attachments:

## Attachments:

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| Attachment 1 | No Current Attachments |
| Attachment 2 |  |