

Upgrade kitchen facilities

Project Brief

Fantasy Saddle Club

Version: 2.0 Date: 12-03-2001

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This is version 2.0 of the Upgrade kitchen facilities **Project Brief**.

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PREPARED: Max Chestnut DATE: 12/03/2001
(for acceptance) Max Chestnut, Project Manager

ACCEPTED: Cherie Travers DATE: 19/03/2001
(for release) Cherie Travers, Project Sponsor

Title:	Upgrade kitchen facilities
Background/Context:	The kitchen facilities currently used by Fantasy Saddle Club (FSC) agistees is currently unsuitable for the number of agistees and customers it supports. Originally the kitchen was used by less than 5 agistees and fewer than 10 customers on a fortnightly basis. Now it is used by approximately 15 agistees (depending upon occupancy) and over 40 customers every week. The current seating of 4 plastic picnic chairs, one park bench seat and one picnic table with bench seats has become insufficient. The seating area also offers little in protection from the sun. The mini bar sized fridge is inadequate for agistees storing of medication and as a fridge for storage of lunches and cold drinks for purchase (it is also highly unsuitable that horse medications and food and beverages are being stored in the same fridge). Tea and coffee urns are worn and no longer working as required.
Objective:	To improve the facilities of FSC.
Target Outcomes	<ul style="list-style-type: none"> - Improvement of kitchen facilities - Improvement of whitegoods - Improvement of picnic area - Improved availability of kitchen resources
How will the success of the project be measured:	<p>Success will be determined through: -</p> <ul style="list-style-type: none"> - Installation of newer and correctly functions kitchen items such as urns, microwaves, sandwich toasters, sinks and taps. - The utilisation of separate whitegoods for horses and people. - Enough seating to accommodate customers who are waiting for and watching lessons and for agistees using the area for eating and rest. - Shaded areas in the picnic area.

Output(s):	New fridges, microwaves, urns, sandwich toasters, sinks, taps, seating, tables, trees, shade sails.
Governance:	<p>The project will be overseen by the project manager, Max Chestnut in assistance with FSC office manager Lisa Withers. Max Chestnut will direct and oversee project work groups and conduct the overall management of the project.</p> <p>Lisa Withers will hold responsibility for co-ordination of the project work schedule to ensure conflict does not develop with FSC riding lessons and trail rides during peak operating times.</p> <p>The project is sponsored by FSC owner Cherie Travers. Ms Travers is solely acting as a financial contributor.</p>
Reporting Requirements:	<p>Work groups report daily, face to face with Mr Chestnut.</p> <p>Mr Chestnut holds weekly meeting with Miss Withers usually face to face however on occasion as advised by Miss Withers via phone or skype will be required.</p> <p>Mr Chestnut reports budgetary & finance information to Ms Travers as required or once fortnightly, whichever comes first.</p>

Resources:

The human resources to be utilised for this project will be existing FSC employees. The only consultants will be those heads of department for FSC along with the manager Cherie Travers.

Funds have been allocated for purchasing of whitegoods and kitchen equipment in total of \$1,500.00

\$500.00 has been allocated to the purchasing of seating.

\$200.00 has been allocated to the purchase of trees for shading along with an additional \$1,000.00 for the purchase and installation of a shade sail.

Equipment such as a hand trolley will also be required for the moving of heavy items such as fridges. Garden tools are required for preparation of sites for trees and the shade sail. The garden tools may be subject to availability due to their frequent use in the stables therefore a budget of \$200.00 had been allocated to buy more of these resources if the need arises.

Stakeholders & Communication Strategy:

Those employed at FSC and engaged in the project are stakeholders. Horse riding customers and agistees also fall into the category of stakeholder as they will be impacted by the project. Their opinions and feedback were sought on the project prior to implementation.

Assumptions and Constraints:

It is assumed that the improvements being made will be able to cater for FSC agistees when all agistment paddocks are filled.

Constraints lie within the finances for the project and the size of the area available. It is not possible to increase the current space of the kitchen/viewing area due to locality of other buildings and horse spaces.

Major Risks & Minimisation Strategies:

A major risk in this project is that there will be problems with the plumbing in regards to the urn and outside human resources will need to be called in. This will also affect the budget. There is not much action that can be taken to minimise this risk however in this event at least 3 different quotes will be sought.

Current weather conditions may prove unfavourable for the establishment of new shading plants and in their failure to take root would see the project incomplete. To minimise this risk drought hardy plants will be selected of an older age to ensure the best chance of success. Weather conditions will be monitored and regular watering provided.

Risk Management:

Risk management processes (identification, review and reporting) as per FSC standard procedures will apply to the execution of this project.

Issues Management:

Any issues identified will be reported to Mr Chestnut. These issues will then be analysed by Mr Chestnut and if required escalated to consultation with relevant stakeholders and FSC heads of department.

Related Projects:

This project is interrelated to the project improving the quality of agistee facilities.

It is not dependent on any other project.

Guidelines/Standards:

Workplace health & safety guidelines apply.

Quality Control:

An output review will be conducted every 2 weeks. These reviews are carried out by Mr Chestnut and the other heads of department at FSC, Ms Peru Ette (Senior Coach), Mrs Trudy Oxe (Stable Manager), Miss Lisa Withers (Office Manager) and Mrs Cherie Travers.

Review will be in the form of a checklist and comparison of completion against the work schedule.

**Capturing the Lessons
Learnt:**

Internal reviews of any lessons learnt will be recorded by Miss Withers for future project consultation.

Project Activities & Milestones:

Milestones are indicated by a blank scheduled start date. The activities appearing in the predecessor column must be completed before the activity described can begin.

<i>Id</i>	<i>Description</i>	<i>Who</i>	<i>Scheduled Start</i>	<i>Scheduled Finish</i>	<i>Predecessor</i>
01	Obtain prices for replacement of whitegoods and kitchen equipment.	Susan	21-03-2001	28-03-2001	
02	Remove old whitegoods, urn and sinks.	David & Freya	2-04-2001	4-04-2001	
03	Clean kitchen area in preparation for new whitegoods & kitchen equipment.	Susan	5-04-2001	6-04-2001	02
04	Install new whitegoods and kitchen equipment.	David & Freya		9-04-2001	01, 03
05	Obtain prices for new seating, trees and shade sails.	Amy	8-04-2001	12-04-2001	
06	Remove old or broken seating.	Susan & Freya	10-04-2001	11-04-2001	
07	Prepare picnic area ground for planting of trees.	Susan & Amy	15-04-2001	17-04-2001	06
08	Plant trees.	Freya		20-04-2001	07
09	Prepare site for shade sail – dig holes for poles.	Amy & Susan	22-04-2001	22-04-2001	
10	Concrete in posts for shade sail.	Amy & David	23-04-2001	25-04-2001	09
11	Install shade sail.	Amy, David & Susan		26-04-2001	10
12	Move in new seating.	Freya & Amy		28-04-2001	11