



Project Manager: Clark Campbell

Project Name: Award Distribution Center (ADC)

Report Date: November 30

Project Objective: Consolidate Warehouses; Automate Storage and Retrieval; and Reengineer Assembly, Packaging and Shipping of Recognition Awards

Sub-Objectives	Major Tasks	Schedule												Owners and Helpers					
●	1 Award Contracts to Architects and Contractors	●	●													A			
●	2 Dispose of Inventory, Raze Structures and Prepare Site	●	●													A	B		
	3 Design System Software	●	●	●	●												B	A	B
	4 Determine Computer Hardware Specifications	●	●	●	●													A	
	5 Redesign Workstations		●	●	●	●	●	●	●	●	●	●	●	●	●	B	C		A
	6 Plan and Complete the Parking and Landscaping						●	●	●	●	●	●	●	●	●	A			B
	7 Footings and Foundations		●	●	●	●	●	●	●	●	●	●	●	●	●	A			
	8 Columns and Beams				●	●	●	●	●	●	●	●	●	●	●	A			
	9 Roof Cap						●	●	●	●	●	●	●	●	●	A			
	10 Main Floor							●	●	●	●	●	●	●	●	A	C		B
	11 Exterior and Glass							●	●	●	●	●	●	●	●	A			B
	12 Install Computer Hardware		●						●	●	●	●	●	●	●		B	A	C
	13 Assemble and Install Storage Racking		●						●	●	●	●	●	●	●	B	A		B
	14 Mount and Align Automated Cranes		●						●	●	●	●	●	●	●	B	A	B	B
	15 Install and Connect Conveyors between Racking and Workstations		●						●	●	●	●	●	●	●	B	A	B	B
○	16 Program, Test and Install Software	●	●	●	●	●	●	●	●	●	●	●	●	●	●		B	A	B
	17 Train Staff on New Systems, Processes, and Performance Goals								●	●	●	●	●	●	●		A	C	B
●	18 Mezzanine Floor								●	●	●	●	●	●	●	A	B		B
	19 Install Work Stations and New Furnishings	●	●	●	●	●	●	●	●	●	●	●	●	●	●	B	B		A
	20 Move Staff into ADC											●	●	●	●		B		A
	21 Transfer Inventory											●	●	●	●		A	B	B
○	22 Plan Staffing Requirements		●	■		●						●	●	●	●		B		A

Risks, Qualitatives, Other Metrics		Green=Adequate, Yellow=Worrisome, Red=Dangerous																	
●	1 Performance of Software Developed Internally	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green		B	A	
○	2 Performance of Software Developed Externally	Green	Yellow	Yellow	Red	Red	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green		B	A	
●	3 Performance of Fully Integrated System, Machines and Processes	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	C	C	B	A
○	4 Retain Subcontractors Versus Large Competing Construction Project?	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	A	B		C
○	5 Will the Building, Systems, and People be Ready for ON-TIME Go-live?	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	A	A	A	A

Internal People assigned to the project: 16 18 16 16 17 16 16 16 18 18 18 18

Building Complete Systems Operational People Deployed	Major Tasks and Risks Report Dates	January February March April May June July August September October November December	Costs and Metrics
	Sub-Objectives Summary & Forecast		

We are planning to bring the ADC operational by year-end. System cost overruns are more than offset by savings secured in the construction process. Half of the construction savings will be paid out as incentive bonuses to the subcontractors. Our team is confident that the remaining software issues will be resolved and adequate for go-live. Refinements will still be required. People have been trained, and are anxious to begin full operation.