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Group 4 Environmental Assessment Project Plan ver. 1.2 Lauri Ilmonen, Raju Gautam

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I. Project description

1.1 General description

The project consists of conducting an extensive research on the topic Water and wastewater systems conducted by a team of first year Sustainable Building Engineering students of Metropolia University of Applied Sciences (UAS) Helsinki, Finland.

The student team will follow the procedures outlined by the USGBC: *Leadership in Energy and Environmental Design* (LEED) Core and Shell in the environmental assessment of target building. The LEED Environmental Assessment method has been chosen, because it promotes a whole-building approach to sustainability. LEED measures Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, Indoor Environmental Quality, Locations & Linkages, Awareness & Education, Innovation in Design, as well as Regional Priority. Since there are 6 LEED assessment types we will perform the Core and Shell environmental assessment.

The customers of this project consist of the entire student body as well as faculty of Metropolia UAS Helsinki Agricolkankatu Campus.

1.2 Limitations

Limitations of this project are at present: the uncertainty of the target building of the LEED assessment, the resources available to our team including, but not limited to: time, assessment equipment, IT hardware and software, capital needed to complete the project, and winter weather, transportation, and unforeseen limitations such as illness and accidents. Also, the cooperation of the target building's occupants since the environmental assessments will require our team to enter the building during normal business hours perhaps several times.

1.3 Connections:

One connection may be drawn between the target building and the energy required from the energy suppliers. Second, there is a connection between the target building and the owner of the building or the persons in charge of paying for the energy needed for operating the building system services.

1.4 Scope

The scope of this project is the target building and all the people, companies, institutions, and organizations connected to the project.

1.5 Problem

The problem can be stated as the need to evaluate the environmental loads and energy usage of the target building using the LEED Core and Shell environmental assessment method. The needs can be stated as following this project plan very closely in its entirety, abiding by Finnish law while following this project plan, following the procedures outlined in the LEED environmental assessment method, completing all of the project tasks and milestones according to the time schedule and budget of the project goals, maintaining good cooperation with all of the participants of the project—chiefly the occupants of target building, following all guidelines of the reporting and communication section of this plan and planning all phases of the project thoroughly and identifying possible risks.

II. Goals and objectives

2.1 Scale

2.2 Project phases

Phase I: Planning phase. This project plan must be completed by: 15.02.2012

Phase II: Implementation phase. The environmental assessment completed by 30.04.2012.

Phase III: Closing phase. The report and presentation of our environmental assessment must be completed by 01.05.2012. We will present our project to a peer group during week 18, the first week of May. This will give us time to finalize the presentation which will be given on 24.5.2012 at a seminar of professionals in Helsinki.

2.3 Cost

The costs of this project are the student working hours that will be spent completing the project holistically. We have calculated that approximately 20 hours per week for 15 weeks = 300 working hours will be needed to complete this project.

III. Project organization and responsibilities

3.1 Project manager

Project manager: Fathi, Peyman. Responsibilities: The project manager's responsibilities include ensuring that the project plan is followed and it is revised as needed in order to reach

the goals and objectives of the project. As the head of the project organization, the project manager must also manage the entire project management team and subordinates and strive for clarity and transparency in all lines of communication and work policies. In addition, the project manager is the member of the team whom is ultimately responsible that the task, milestones and phases of the project are completed according to the time schedule. The project manager will also assign a team member to the director of communications and other important positions.

3.2 Team members

Gautam, Raju; Ilmonen, Lauri. The responsibilities of the team members are to abide by the project plan and all local laws and ordinances. Furthermore, all team members must complete all tasks given by the project manager and assume the responsibilities of a director or managers position in the project organization.

3.3 Contacts:

Jorma Säteeri

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3.4 Customers

Our customers are all of the students and faculty of Metropolia University of Applied Sciences (UAS) Helsinki, Finland.

IV. Scale and managing it

4.1 Service

The service to be performed is a

conducted by a team of first year Sustainable Building Engineering students of Metropolia University of Applied Sciences (UAS) Helsinki, Finland.

4.2 System

* See attachment 1.1 LEED Core and Shell 2009 (techn./ functional plans and requirements and definitions)

4.3 Official documents and paperwork

Followed

4.4 Managing changes

V. Implementing

The project manager will be in charge of splitting work responsibilities and dividing the project team into work groups including: director of communications, director of final presentation and poster, and director of time management.

5.1 Phases

5.1.1 Phase I: Planning phase

Phase I will be completed between the weeks 4 and 5. Lauri Ilmonen will be heading the director of communications and will ensure that all parties involved in the project will be sent clear and consistent communications periodically. He will be in charge of the project wiki page, the project group's Linked In group page.

Our group project task is to conduct extended research on the topic Water and wastewater systems. We have splitted the project into some topics.

Peyman Fathi (Project manager):

Lauri Ilmonen: Director of Communication.

Raju Gautam: Director of time management..

5.1.2 Phase II: Implementation phase.

Phase II will be completed between weeks 5 and 16. All group members will conduct research on their respective subtopics divided in the meeting.

- Compiling meeting minutes documents of all general meetings into one folder.
- Creation of an intermediate progress report to be given on 07.03.2012.

Division of workloads (see attachment 5.1) MS project Gantt chart

5.1.3 Phase III: Closing phase.

Phase III will be completed between weeks 16 and 18.

5.1.3.1 Final presentation

Creation of a twenty-minute final presentation summarizing our results and conclusions.

Creation of accompanying final presentation power point visual presentation.

5.1.3.2 Peer evaluation

Written evaluation of peer members by other group members.

5.2Tasks

See attachment 1.2 (MS Project 2010)

5.3 Managing time schedules

See attachment 1.3 (MS Project 2010)

5.4Managing resources

Project manager: Peyman, Fathi. The project manager is responsible for monitoring the whole project and he is also assigned to make the final presentation of the project.

Director of communications: Lauri Ilmonen. Communication is the most vital part in setting up the project. He will act like bridge between the teachers, Antti Lippo and the group members and provide information on the progress reports of the project. He is also in charge of

ensuring that all parties involved in the project will be sent clear and consistent communications periodically. He will be in charge of the project wiki page, the Group's Linked In Group page and making amendments to the project plan and ensuring that all if any legal requirements will be completed.

Director of final presentation: Peyman Fathi. In charge of ensuring that the Environmental assessment poster will be completed by week 4; no later than Monday 23.01.2012. He will ensure that the team works together and collectively contributes to complete the final presentation task of the project.

Director of time management: Raju, Gautam. Time is another element which plays major role in project and the task of managing the time and schedules.

In charge of ensuring that the project time schedule is followed and deciding when appropriate actions are to be taken to ensure that all project milestone dates and project phase time periods are met punctually.

VI. Investments and procurements

Since this is done for the educational purposes we do not have any financial costs for researching on the project except time. The beneficiaries of the project are FiGBc, Metropolia UAS and as are we.

VII. Budget and costs

7.1 Budget

7.1.1. Time budget

- 20 hours per week for 15 weeks = 300 student working hours

7.1.2. Financial budget

- As we mentioned in the previous topic we merely have any costs on the project. This is an academic procedure so we don't have any customer that's why we don't have finance and no question about controlling it.

7.2 Costs

The cost of 1 student working hour is equal to € 0,00. Therefore, our project staff is working for educational purposes. There are no other related costs in this project since all resources are provided to by our own means or Metropolia UAS.

7.3 Cost reporting and controlling

Should any unforeseeable costs arise during the completion of this project our project management team will have a budget meeting and determine the best possible solution to increased costs exceeding allocated budget.

VIII. Reporting and communication

8.1 Project group agreements

Our group will arrange a general meeting weekly to come together and share information about their researches and the progress of the project.

Attendance for all general meetings is mandatory for each project team member. On the event of illness or reasonable obstruction the person(s) involved are obliged to inform the project manager as soon as possible.

For each general meeting project team members will provide a copy of his or her '*weekly research summary*' in order that other members can share their ideas and point of views.

8.2 Documentation

8.2.1 General

This project plan will be available at all times on our group's Wikipedia webpage.

All forms of communication will be documented and filed by the communications manager.

8.2.2 Meeting documentation

In every meeting one person will be nominated secretary and he or she will record the minutes of the meeting and draft it so that it can be used in the final documentation.

Each group member will submit a '*weekly research summary*' on their research findings.

After each general meeting all submitted '*weekly research summary's*' will be re-documented and provided to the Project manager. The documents will be saved in the Z drive provided to us in the school computer network and our USBs.

8.3 Meetings

8.3.1. Location and time

Our group will meet weekly on Wednesdays at 14:00 in the studio room at school. Weekly meeting locations and times are subject to change. At the occurrence of a change in either the communications manager will inform all project team members as early as possible of changes.

8.3.2 Meeting procedure

All meetings will be headed by the general meeting chair: the project manager. Also, for each meeting a rotating secretary will be nominated who will record and document the meeting.

All general meetings will be followed according to the procedures outlined in handouts: 1.1 Meeting agendas and handout 1.2 Meeting minutes.

For each general meeting project team members will provide a copy of his or her '*weekly research summary*' in order that other members can share their ideas and point of views.

8.3.3. Meeting documentation

Each meeting will follow the guidelines of section 8.2.1.

IX. Risks

9.1 Managing risks and estimations

9.2 Description of success factors and potentials

X. Quality management

XI. Other aspects

- managing changes
- managing acceptance procedures

- checking completion and acceptance
- industrial safety
- handling problems

Attachments

References

1. Greenheck Corp. (<www.greenheck.com/media/pdf/industryarticles/hvac&leed.pdf>) Accessed 12.1.2012
2. University of Notre Dame (<www.green.nd.edu/strategy/constructiontheleed/system/>) Accessed 12.1.2012
3. USGBC (<www.usgbc.org>) Accessed 12.1.2012