



"Digitally Transforming Your Business"



Project Kickoff Meeting
Room Partition & Electrical Project

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Project Summary



No	Part No.	Brand	Description	Qty	Lead Time	Warranty
Room Partition & Electrical System						
A. Room Partition						
1	N/A	N/A	1-3/4"x 1-3/4" Aluminium frame	15 Nos	N/A	-
2	N/A	N/A	6mm shear board	36 Shts	N/A	-
3	N/A	N/A	1-3/4"x 1-3/4" Hollow frame	15 Nos	N/A	-
4	N/A	N/A	Painting	1440 Sqft	N/A	-
5	N/A	N/A	Aluminumn door (3'x7')	1 Nos	N/A	-
6		Installation	Installation for Partition work	1 Lot	N/A	-
B. Electrical System						
1	N/A	N/A	1 way 2-gang switch (metal clab)	1 Nos	N/A	-
2	N/A	N/A	15 A SSO (Air-con) (metal clab)	1 Nos	N/A	-
3	N/A	N/A	13 A SSO (metal clab)	9 Nos	N/A	-
4	N/A	N/A	13 A SSO (JB Socket) (metal clab)	1 Nos	N/A	-
5	N/A	N/A	4' Twin Lighting (oppal)	4 Nos	N/A	-
6	N/A	N/A	50" TV	4 Nos	N/A	-
7	N/A	N/A	4mm RR cable	3 Coil	N/A	-
8	N/A	N/A	GI conduit pipe (1/2)	205 Ft	N/A	-
9	N/A	N/A	GI conduit accessories	1 Lot	N/A	-
10		Installation	Installation for Electrical System	1 Lot	N/A	-
C. Air Con Services						
		Installation	2HP AC (Nos 1) Installation	1 Set	-	-
		Installation	Copper Pipe Installation	10 Ft	-	-
		Installation	2.5mm sq cable installation for AC (communication cable)	10 Ft	-	-
<p>Remark Materials Provided by customer.</p> <p>**After PO Confirmation, the project kick-off to the client will be given after (5) working days.</p>						
Total Qty:						

Project Team Structure



PROJECT MANAGEMENT

Aung Myo Thiha
Head of Service Delivery

Project Management will be contributing to the overall project objectives by contributing towards the planning of project activities, meetings and organizing project logistics and executing assigned tasks/work within the expected quality standards, to ensure the project is a success.

PROJECT DELIVERY TEAM

Thein Min Oo
Project Manager

Shwe Naing Oo
Site Engineer

Zaw Myo Lwin
Technician

Project Delivery team will ensure that the engagement's deliverables are completed on time and within the scope of work. Our technical experts working together with business analysts to provide business and technology risks that is important for your business.

PROJECT SOLUTION TEAM

Naw Say Lar
Solution Manager

Project Solution team work together to ensure that product design, testing, manufacturing and deployment variables are addressed, and any issues identified and resolved. Technical skills, Design and engineering must understand the technical aspects of how products work and advance the methods by which they are made.

**The project team members may change upon their availability*

Project Timeline



Sr #	Description	Room Partition & Electrical System Project Timeline											
		Fri Dec06	Sat Dec07	Sun Dec08	Mon Dec09	Tue Dec10	Wed Dec11	Thu Dec12	Fri Dec13	Fri Dec14	Fri Dec15	Fri Dec16	
1	Site Preparation	1											
2	Forecast Partition & Frame Working Process		2										
	Actual Partition & Frame Working Process												
3	Forecast Piping & Trunking Installation				2								
	Actual Piping & Trunking Installation												
4	Forecast Cabling Process					2							
	Actual Cabling Process												
5	Forecast Partition Painting & Door Fitting Process						3						
	Actual Partition Painting & Door Fitting Process												
6	Forecast Electrical & AC Device Installation Process							2					
	Actual Electrical & AC Device Installation Process												
7	Forecast Termination & Testing Process									1			
	Actual Termination & Testing Process												
8	Forecast Site Cleaning Process											1	
	Actual Site Cleaning Process												
9	Forecast User Acceptance & Training Process												
	Actual User Acceptance & Training Process												
10	Forecast Handover Documentation Process												
	Actual Handover Documentation Process												
Overall Project Duration - 10 Days		OVERALL PROJECT COMPLETION STATUS AS OF DAY00 - %											

Project Timeline for Implementation Progress

Forecast Plan will be changeable due to actual site situation.

Responsibilities Matrix

No	Description	BIM	Customer
1	Project Kickoff meeting	R	S
2	Project Timeline	R	S
3	Project Implementation	R	S
4	Partition & Frame Working Process	R	S
5	Piping & Trunking Installation	R	S
6	Cabling Progress	R	S
7	Partition Painting & Door Fitting Process	R	S
8	Electrical & AC Device Installation Process	R	S
9	Termination & Testing Process	R	S
10	Site Cleaning Process	R	S
11	Acceptance & Training Process	R	R
12	Handover & Documentation Process	R	R



Responsibility = R

Supervision = S



Communication Matrix

Meeting Title	Meeting Objective	Frequency	Method	Audience	Deliverable	Moderator
Kick off Meeting	Officially start the project and introduce the project team and discuss project plans.	At the start of the project.	Onsite/Microsoft Teams	Every stakeholder from both parties	Kick off slides. Meeting Minutes.	Project Management Team
Project Update meeting	To update the project progress and status to every stakeholders of the project.	Weekly (If Necessary)	Microsoft Teams	Project stakeholders from both parties and technical team.	Meeting minutes. Project Updated slides. Issue List tracker.	Project Management Team
Technical team meeting	To have technical discussion and solution from both parties as required.	Optional (If Necessary)	Onsite/Microsoft Teams	Technical team from both parties	Meeting minutes. Update action item tracker.	Project Management Team

BIM

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Thank you