Asian Productivity Organization (APO) Renovation Project: Preliminary Project Schedule

midas

Client: Asian Productivity Organization (APO)
Location: Unizo Hongo building 2nd Floor
Project: Renovation

Project Director : Hatayama
Project Manager : Takahashi
Project Designer : Sato
as of 2019/11/22

NEW SG

TODAY

2019 | 2020

AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY

7/22 | 7/29 | 8/5 | 8/12 | 8/19 | 8/26 | 9/2 | 9/9 | 9/16 | 9/23 | 9/30 | 10/7 | 10/14 | 10/21 | 10/28 | 11/4 | 11/11 | 11/18 | 11/25 | 12/2 | 12/9 | 12/16 | 12/23 | 12/30 | 1/6 | 1/13 | 1/20 | 1/27 | 2/3

APO

- 8/13(Tue) WPS Final Report and Design Kick-off meeting
- 9/6 (Fri) Wall position pre-approval
- 10/3 (Thu) Wall position, Design direction approval by New SG
- ★ 11/1 (Fri) Greenlight for the Renovation Project & Budgetary feedbacks (Project target budget confirmation)
- 11/8 (Fri) Detail Design Approval
- 11/27 (Wed) Furniture showroom tour
- 11/29 (Fri) B&C-work quotation submitted
- 12/10 (Tue) B-work & C-work PO by APO
- Moving
- 1/27 (Mon) NEW OFFICE OPEN

Project Steps

Phase-1 Programming and Basic design

- 6/24-8/9 Workplace consulting (WPS)
- 8/2-8/13 Programming
- 8/13-~~9/20~~ 10/3 Basic design
- 8/2(Fri) Intermediate Report (WPS phase)
- 8/9(Fri) Final Report (WPS phase)
- 8/13(Tue) WPS Final Report and Design Kick-off meeting
- 8/20(Tue) Zoning/ Layout meeting
- 9/6 (Fri) Wall position pre-approval
- 10/3 (Thu) Wall position, Design direction approval by New SG

Phase-2 Detail design

- 10/4- 11/15 Detail design development
- Design image development
- 10/18 (Fri) 1st CG renderings (3cuts), Sample materials collection for APO internal
- 10/29 (Tue) Design image approval
- Design adjustment/ follow-ups
- Existing facility & New requirement check
- Detail design drawings preparation, Furniture selection
- 11/27 (Wed) Furniture showroom tour
- Furniture selection
- Design adjustment based on the feedback from APO project internal briefing
- 11/8 (Fri) Detail Design Approval

Phase-3 Quotation and Order

- Prepare preliminary budget (Midas)
- Update preliminary budget (Midas)
- 11/4-12/6 Quotation and Purchase order
- 10/18 (Fri) Preliminary budget based on the approval plan on 10/3
- *Advanced PO issue maybe required for long lead time items
- ★ 11/1 (Fri) Greenlight for the Renovation Project & Budgetary feedbacks (Project target budget confirmation)
- 10/21- 11/1 APO Internal Project Briefing
- *Construction duration to be confirmed
- 11/18- 11/29 B-work quotation
- 11/29 (Fri) B-work quotation submitted
- 11/4- 11/25 C-work quotation
- 11/26-12/9 VE & Negotiation
- 12/10 (Tue) B-work & C-work PO by APO
- IT/AV/Security plannning
- Quotation & Confirmation for IT/AV/Security spec
- IT installation (Otsuka & KD)
- Construction Preparation
- IT LAN cabling works (KD)
- AV, Security works (KD)
- 1/27 (Mon) NEW OFFICE OPEN

Phase-4 Construction and Moving

- Preparation for Restoration work
- 2F Restoration Work Period (A-Work)
- 1F Restoration Work Period (A-Work)
- Fire department documents submission
- Construction Period 12/14-1/26
- Moving

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