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# ***PROJECT MANAGEMENT REPORT*** ***(MGT 60403/ ARC 3612/ ARC 3614)***

***PROJECT : INNOVATIVE & CREATIVE CENTRE (ICC) PROPOSED AT PRESINT 2, WILAYAH PERSEKUTUAN  
PUTRAJAYA FOR MALAYSIAN GLOBAL INNOVATION AND CREATIVE CENTRE***

***5 DECEMBER 2016***

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<b><i>MARKS FOR 3 COMPONENTS</i></b>	<b><i>: 1. _____/10 2. _____/10 3. _____/10</i></b>
<b><i>TOTAL</i></b>	<b><i>: _____/30</i></b>

1.1 SITE INTRODUCTION

Innovative & Creative Centre (ICC) is located at Lot 2C14, Jalan Tun Hussein, Presint 2, 62000 Putrajaya , Wilayah Persekutuan Putrajaya, Malaysia. In year 1918, Putrajaya was a once a rubber and palm oil plantation. The land flourished through the sales of crops. Later in the year 1990, our former Prime Minister Tun Dr Mahathir had a vision of transforming the estate into an administrative capital. That was known as the “Prang Besar”. In the next year, Kuala Lumpur became a congested city which led to the decision of shifting the seat of government from Kuala Lumpur to Putrajaya. Kuala Lumpur was still ultimately Malaysia's most advanced capital and our country's commercial and finance centre. In the year 2001, Putrajaya became Malaysia's third Federal Territory after Kuala Lumpur and Labuan. This makes Putrajaya house a huge administrative area and they still have a lot of land to spare. In time, Putrajaya will flourish and be another huge city like Kuala Lumpur.

1.2 SWOT ANALYSIS

STRENGTH

- 1. Our site is situated at the **central point** of Putrajaya whereby the surrounding context consists of government buildings and residential areas.
- 2. The site also offers **easy access** as well as **short distances** to and from both the Government area and the Residential area.
- 3. Putrajaya being a growing city has great facilities prepared and **well-done pedestrian facilities** such as the pedestrian track, pedestrian zebra crossing, pedestrian crossing light and natural shades.
- 4. As the site draws many tourists' attention, the site can be exposed to a **variety of users**.
- 5. Through the communal activities, we can help to **engage the community** through group activities.

WEAKNESS

- 1. The site **lacks in robustness of space** as the buildings surrounding the site are either skyscrapers or regular residential.
- 2. The site has **lots of open areas** and developed fields but they are all not used and has been **abandoned**.
- 3. Putrajaya holds many **events** on their weekends but it is only within the compound and **not spread out**. As such only those who stays near the vicinity will attend those events.

OPPORTUNITIES

- 1. As the site does not have any huge shopping complex or any form of public gathering space, **building a communal centre** can help bring in more users to allow **interaction**.
- 2. The site also lacks in food outlets and allows for more **diversity in food choices**.
- 3. The building has a great opportunity to attract users as it is **situated close to all the roads**.
- 4. Putrajaya has its own **activities and culture** which can be wholly expanded on.

THREATS

- 1. The site is quite open and not surrounded by natural shading and therefore will be exposed to sunlight for a long period of time.
- 2. **Difficult to draw in users** as many are reluctant to leave their household.
- 3. As the site compounds are mainly roads, there might be an influx of vehicles which may cause **traffic and noise pollution**.



1.3 PESTLE ANALYSIS

POLITICAL

Putrajaya was once a land which was cultivating crops but in time, it became a city which house many of the important administrative buildings. Currently, Putrajaya has the seat of government building located in Precinct 1. Putrajaya has also turn out to be Malaysia's third Federal Territory after Kuala Lumpur and Labuan.

ECONOMICAL

The site is currently half of a car parking lot. It has been a carpark for the surrounding buildings such as the Kementerian Perdagangan Dalam Negeri Dan Hal Ehwal Pengguna and Suruhanjaya Tenaga Putrajaya. Since it is right in the centre of an administrative district and residential area, constructing a building there will attract many users with the proposed programme (ICC).

SOCIAL

Putrajaya's community are almost at a 50-50 ratio where they would either hang out at a local park or just relax at home. This is because of the human factor. In Putrajaya, a majority of the community are government workers and also growing families. This causes most of the government workers to head home straightaway after work hours and for the locals, some would hang out in their own area rather than visiting other precincts. But all in all, the community wants a place specifically for gathering. Hence, the **ICC** will answer to that. Being a new programme, the goal is to bring in more youngsters and to help make them have more creative minds. There will be cafes and exhibits to cater to the government workers as well. The **ICC** can potentially be the new hang out spot for the Putrajaya Community.

TECHNOLOGICAL

An **ICC** will rely a lot on technology as we implement them to the teachings to discover new ideas. Lighting and acoustic are required so as to create rooms which will not hinder other users. As such an example would be acoustic panels which can maintain and minimise the amount of noise from the hands-on room.

LEGAL

Our site which will be on Lot 2C14 has a plot area of 3,243.6sqm and a plot GFA of 20,152.66sqm. The **ICC** must be built within a building setback of 6m which is required by the local authority.

ENVIRONMENTAL

The site is facing a huge mountain of greenery but most of the surroundings are buildings. Throughout the site's areas, one can find many open empty fields which may sometimes hold events at certain period of time.

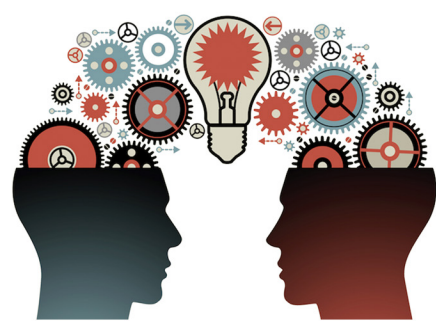


2.1 PROJECT OBJECTIVE

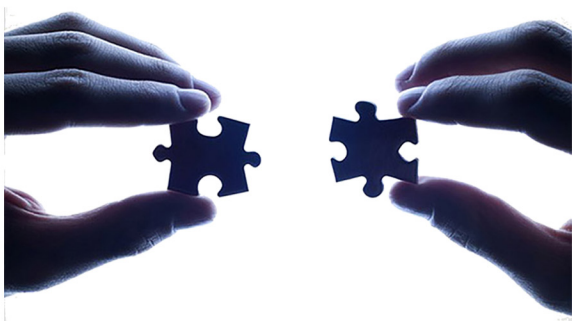
Innovative and Creative Centre (ICC) is proposed to spark the young generation's creativity and sense of learning. In the current age of developing technology, we will require creators and innovators to help impact the society and inspire people to challenge new paths untravelled.

2.2 ISSUE & PROGRAMME

The site has a problem whereby the government workers would bring their child to work as well which sometimes disturb work areas. The site has daycare centres but instead of just keeping them safe, the ICC programme proposed will serve to help build a smarter and more creative younger generation. This programme serves a primary purpose which is to prevent the young generation from being too addicted to digital handheld devices but instead give them a hands-on chance at creating new stuff. This would benefit the young generation a lot and also applicable to any age generation. By having cafes and exhibition halls created, visitors can see the fruits of the young minds' research results.



INNOVATE



CREATE

2.4 FINANCIAL VIABILITY

Space	Gross Floor Area, GFA (m²)
Reception & Info Counter	200
Exhibition Room	400
Hands-on Room	300
Innovation Hall	350
Children Explorative Area & Playground	250
Display Room	150
Loading Bay	200
Storage Room	200
Cafe	400
Kitchen	200
Toilets & Janitor Storage	250
Services	300
Studio Workshops	450
Library	350
Lounge Space	400
Multipurpose Hall	400
Administration Office	250
Dormitories	800
Gym	500
TOTAL	6350

Total Gross Floor Area = 6350  
Construction Cost per m² = RM 2000/ m²  
Gross Development Cost (GDC) = RM 12,700,000

Estimated Income (RM)						
Criteria	50% Income		75% Income		100% Income	
	Daily	Monthly	Daily	Monthly	Daily	Monthly
Ticket Counter	10,000	300,000	15,000	450,000	20,000	600,000
Cafe	750	22,500	1125	33,750	1500	45,000
TOTAL		322,500		483,750		645,000



2.3 CLIENT & STAKEHOLDER

Malaysian Global Innovation & Creativity Centre (MaGIC) will be the potential client and stakeholder. On April 27th 2014, MaGIC was launched by President Barack Obama and Prime Minister YAB Dato' Sri Mohd Najib Tun Abdul Razak with 7000 aspiring entrepreneurs in attendance. As part of the launch, MaGIC signed memorandum of understandings with Stanford University and UP Global to further foster and develop a vibrant startup ecosystem in Malaysia and beyond. Located in Cyberjaya, this technology-driven startup community will play a huge role in empowering minds.

VISION  
To make Malaysia the startup capital of Asia

MISSION  
Our mission is to catalyze the entrepreneurial ecosystem in Malaysia, bringing together the abundant resources from partners and communities alike, and to develop entrepreneurs of enduring, high growth startups that will make a positive impact at a regional or global scale.



Estimated Operating Cost (RM)	
Criteria	Amount (Monthly)
Electrical & Water Bill	10,000
Workers' Salary	50,000
Maintenance	20,000
TOTAL	80,000

Estimated Net Profit (RM)	
50%	322,500 – 80,000 = 242,500
75%	483,750 – 80,000 = 403,750
100%	645,000 – 80,000 = 565,000
Time Taken to Gain Profit (Month)	
50%	12,700,000 ÷ 242,500 = 52 months
75%	12,700,000 ÷ 403,750 = 31 months
100%	12,700,000 ÷ 565,000 = 22 months



3.1 KEY FEATURES

The most significant part of ICC is that the building is designed to have a lot of **openings**. It is related to the **concept of ‘revelation’** which enables the users to see into the building from almost every view. This was to **attract the communities’ interest** when they drive past the building. As it is situated near crossroads and traffic lights. The building has openings at that side to draw their attention. The bulk materials used would be **concrete and glass** would show off the duality of the materials. The choice of materials are to cater to the views to and from site.

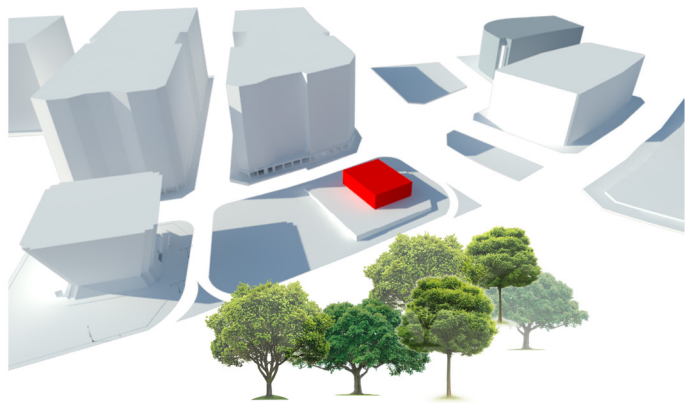
3.2 PROGRAMME RELATIONSHIP

In relation to the SWOT analysis, the ICC’s floor plans are designed to be open which allows for human movement and acts as a buffer for the wind movement as well. As such, the reception, exhibition room and display rooms are all placed on the ground floor to allow visibility and accessibility to the public. The reception is situated at the mouth of the building and acts as a checkpoint. The cafe is also placed near the other entrance which grants the users the view to the lush greenery.

The first floor is also accesible to the public which contains the studio workshops, library and multipurpose hall. The library is also facing the open and lush greeneries. The middle of the building is also open which allows natural fenestration through the building.

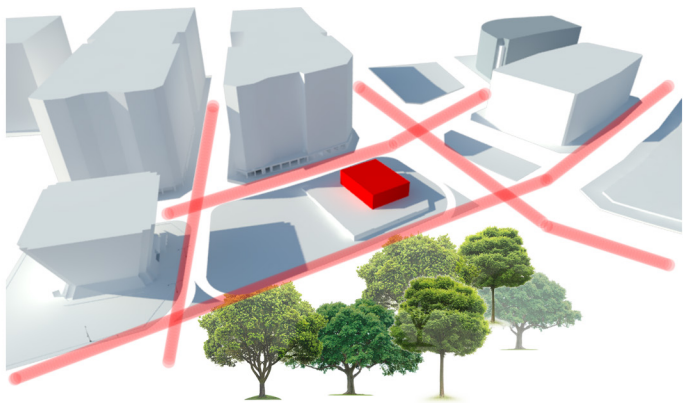
ICC’s second floor is catered to private spaces for the administration offices as well as dormitories and a gym. There is also an open garden which is also facing the greenery and serves as the main view to attract the public.

3.3 MASSING STRATEGIES DIAGRAM



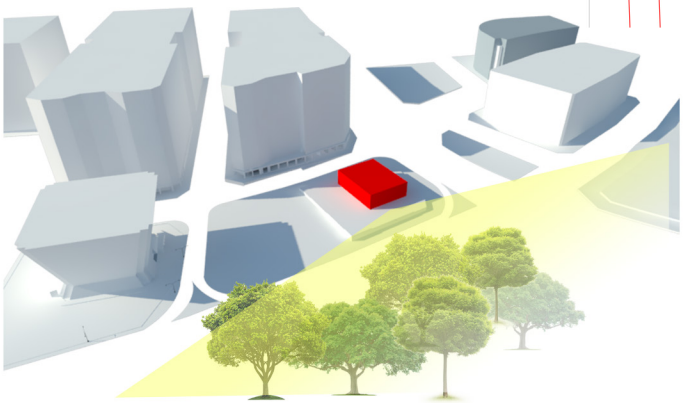
STRATEGIC LOCATION

The site is in the middle of the administration buildings and the residential area



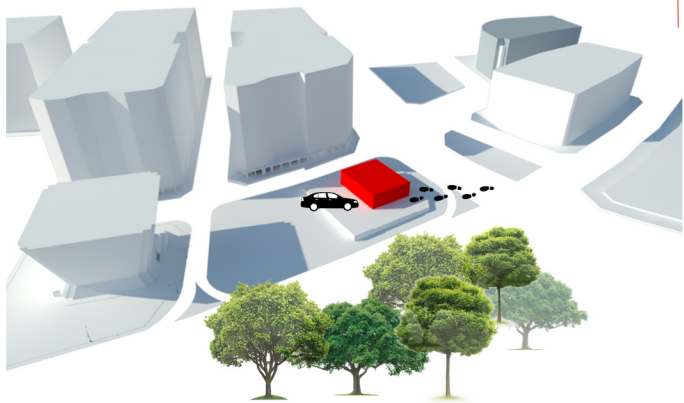
SURROUNDED BY ROADS

The site is surrounded by roads and able to attract the public from all of its sides.



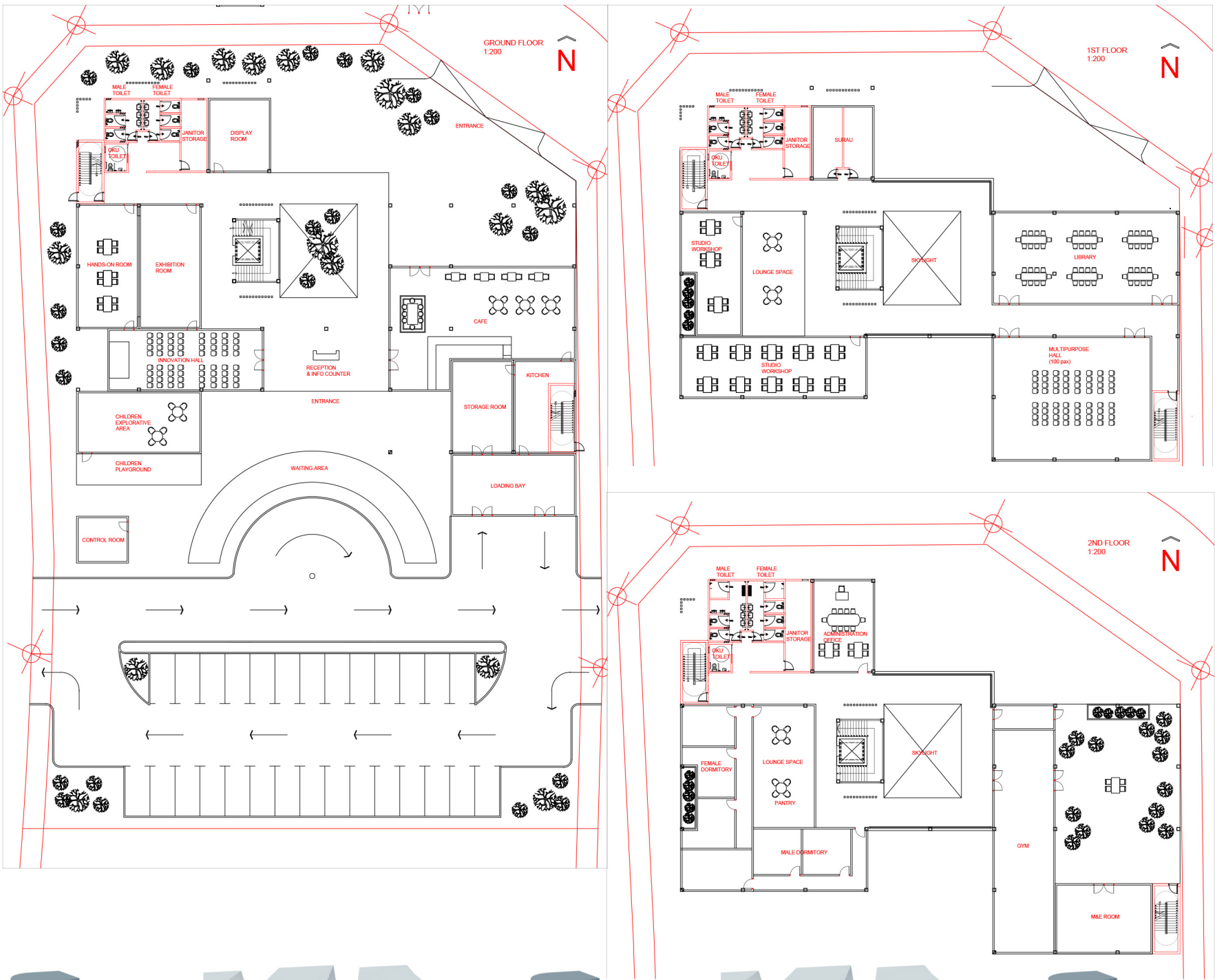
MAIN VIEWS

The site which is facing the crossroad and the lush greeneries are the main attraction point of the building.



EASILY ACCESIBLE

The building will be accessible from either parking in the building or by foot.



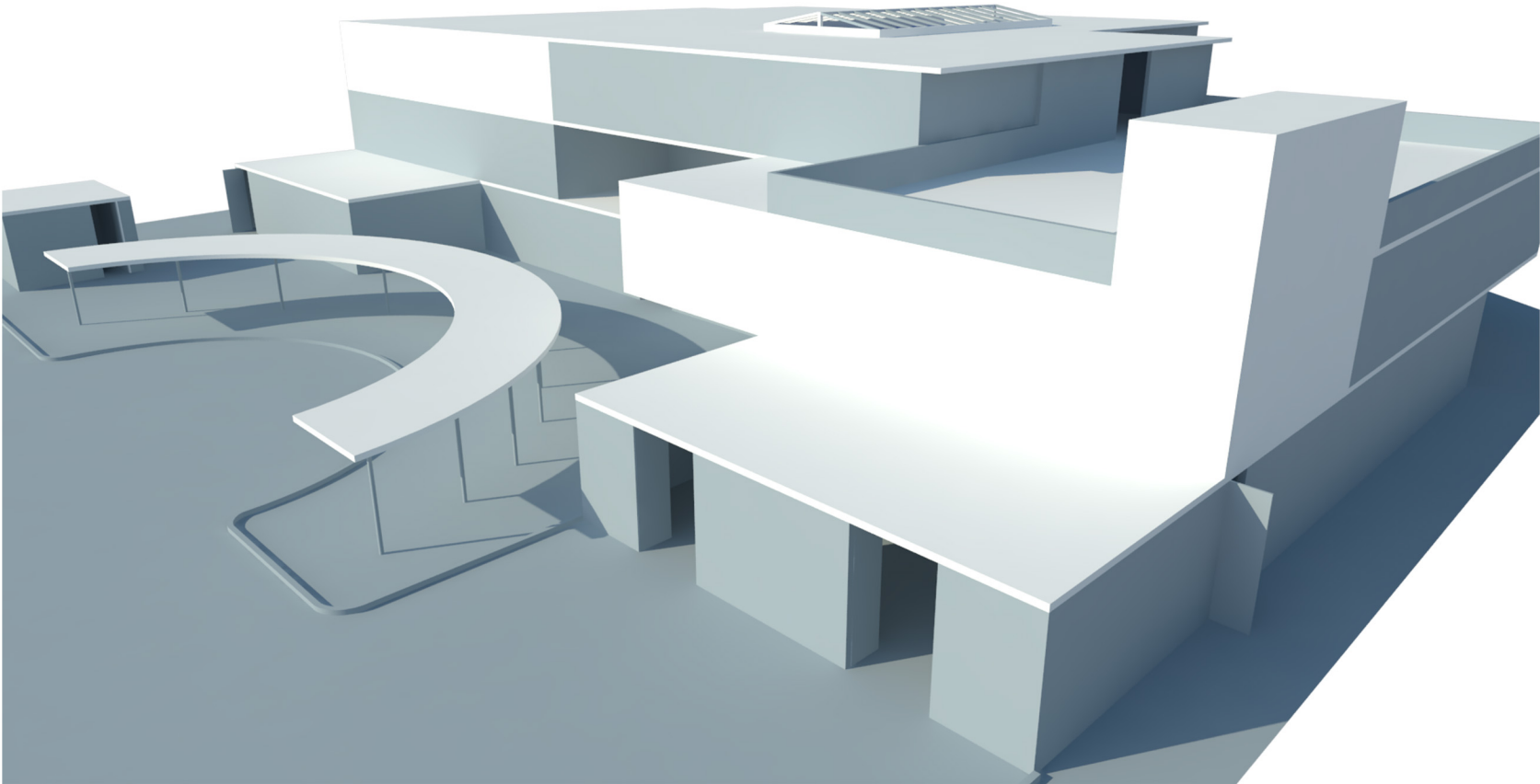
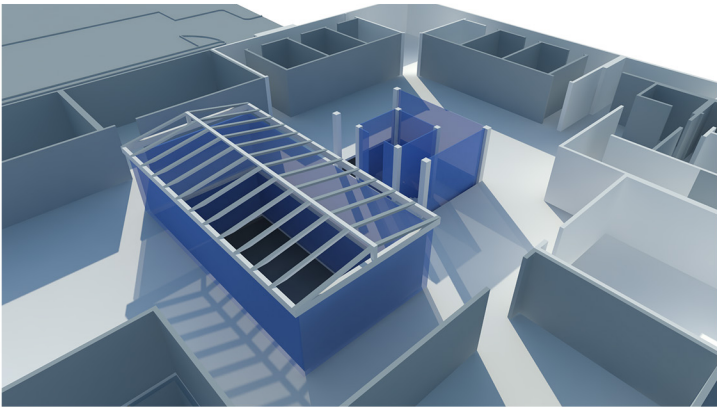


4.1 PROGRAMME MAINTENANCE

Elements	Frequency	Maintenance Factor
Exhibition Room	Monthly	The exhibits are stored in a special room which should be clean to make sure that the display are kept properly.
Audio System	Monthly	The Innovation Hall which which is used on a daily basis will have to be serviced monthly to ensure a good condition.
Library	Monthly	The reading materials should be kept in top condition for public usage and be updated with new materials when possible.
Gym	Monthly	The gym equipment should be kept clean and oiled to prevent any accidents from happening.
Computers	Yearly	Computers used in the administration office and reception should be checked to ensure it is up to date.

4.2 BUILDING MAINTENANCE

Elements	Frequency	Maintenance Factor
Flooring	Daily	The floors will have to be cleaned regularly due to the building's open design feature to keep a clean environment.
Cafe	Daily	The café plays a huge role to keep the users satisfied and must be kept clean for the customers.
Accommodation	Daily	The accommodation for private usage must be kept clean if we were to attract any possible users.
Planter box	Daily	The plants will have to be given fertilizer and watered every day to keep it in good shape. Trimming can be done monthly however.
Creeper Plantation	Monthly	The building is surrounded by creeper plants which will be its main attraction. Monthly checks would see if there are any spots which will need trimming.
Tempered Glass	Daily	A lot of facades are using glass and would have to be cleaned daily to maintain the look.
Lift	Monthly	The building lift is one of the main circulation method and necessary for any disabled users.





5.1 PROGRAMME MAINTENANCE



**COST**  
Based on the Gross Development Cost (GDC), it costs RM 12,700,000 to build ICC. The land price is negated as the land is owned by the clients which are of the government body. This cuts a lot of cost from our GDC. The best efforts are to have high quality while low maintenance in the building and is succeeded by choosing the suitable materials and construction methods.

**TIME**  
Based on the GANTT Chart, the project starts on 1st November 2016 and will be complete by 5th January 2018. It takes 430 days to complete this project in which 294 days are dedicated working days which results in roughly a year and two months to complete the project. The Certificate of Completion & Compliance (CCC) of ICC will be issued and received by 4th January 2018.

**QUALITY**  
ICC aims to empower the bright minds of the young generation. after all, when better to cultivate children while they are still young and eager to learn. The time taken to construct a fully functional ICC would be lessen and we received sufficient funds from the client. The ICC will hopefully be constructed without any further delays or obtrusions so it can cultivate a new generation as soon as possible. The building also uses some sustainable materials and has adapted green plants all around the building to help achieve Malaysia in making an iconic sustainable building.

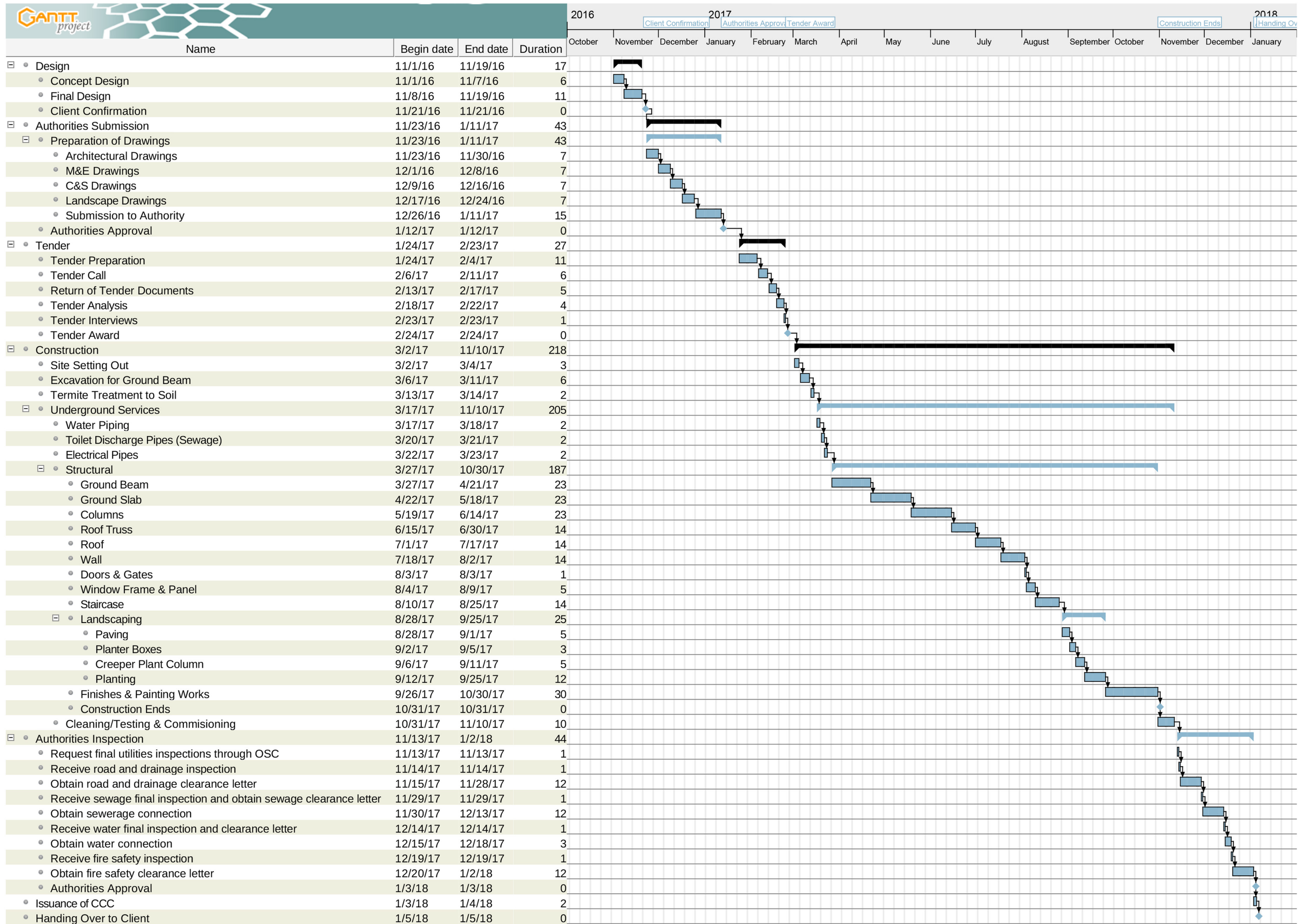
5.2 RISK ANALYSIS

Risk	Likelihood	Severity	Mitigation Strategy	Contingency
PRE-CONSTRUCTION PHASE				
ICC's design not achieving client's requirements	2/5	3/5	Keep the client updated with the design requirements.	Usher the architect to work more efficiently and resolve the mistakes made.
Construction drawings not approved by the authority (DBKL)	3/5	4/5	Drawings done by the architect should be monitored again.	Architect to refer to the authority (DBKL) guidelines.
CONSTRUCTION PHASE				
Construction period exceeding the deadline	4/5	4/5	Schedule the WBS in accordance with the Gantt Chart.	Further construction costs will have to be paid by the client.
Short of materials	3/5	2/5	Apply for a night work permit to finish the construction.	Change the material supplier immediately to quickly get the necessary materials.
Environmental pollution	4/5	4/5	Apply green construction methods to reduce the environmental impacts.	Provide allowance from the client to have clean-ups around the building perimeter.
BUILDING OPERATION AND MAINTENANCE PHASE				
Lack of visitors	2/5	3/5	Have different innovative talks and new creation every month in support of ICC.	Hire professional consultant and entrepreneur to attract the users.
Fire accident	1/5	5/5	Building must have active and passive fire prevention methods.	Appeal for insurance if there were any lost in accidents.
Building being sabotaged by community	3/5	3/5	Install CCTV and have the control guard monitor entrance more efficiently.	Pay for maintenance cost of building.

Likelihood		Severity	
1	Remote	1	Minimal or no impact
2	Unlikely	2	Additional resources required, able to meet
3	Likely	3	Minor slip in key milestone
4	Highly Likely	4	Major slip in key milestone or critical path affected
5	Near Certainty	5	Can't achieve key term or major program milestone









GROUND FLOOR  
1:200



ENTRANCE

MALE  
TOILET

FEMALE  
TOILET

JANITOR  
STORAGE

DISPLAY  
ROOM

OKU  
TOILET

HANDS-ON ROOM

EXHIBITION  
ROOM

INNOVATION HALL

RECEPTION  
& INFO COUNTER

ENTRANCE

CHILDREN  
EXPLORATIVE  
AREA

CHILDREN  
PLAYGROUND

CONTROL ROOM

WAITING AREA

CAFE

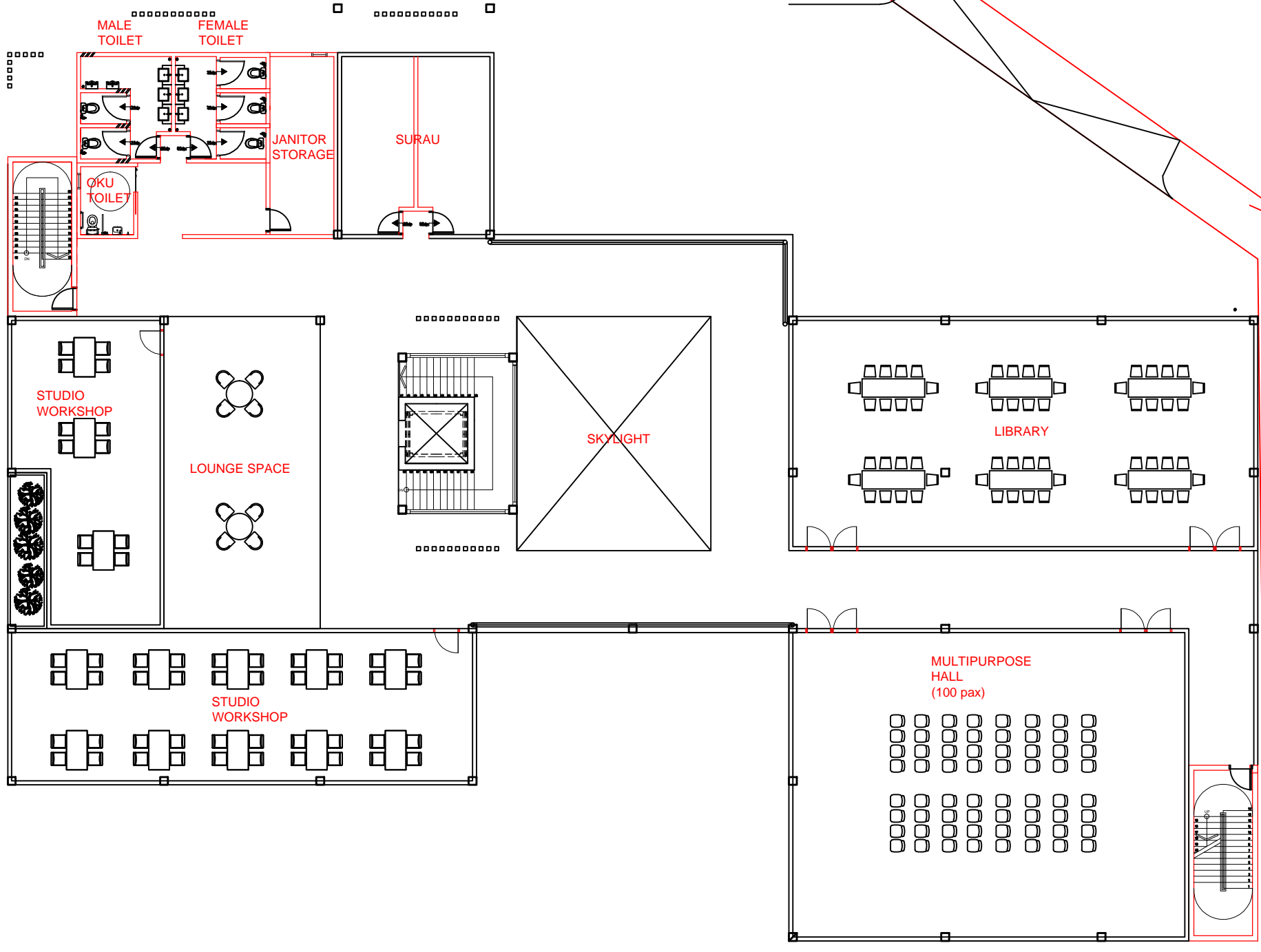
KITCHEN

STORAGE ROOM

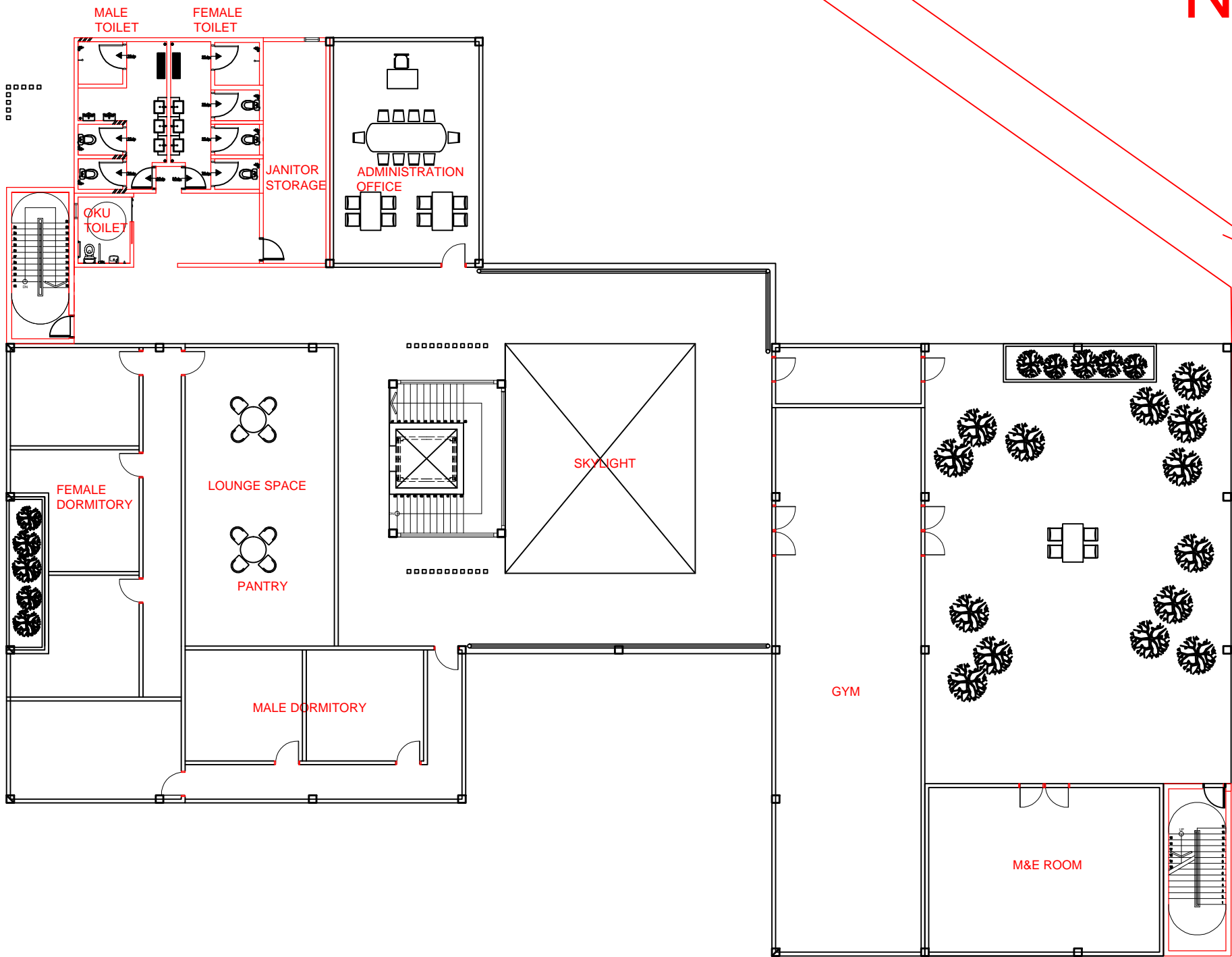
LOADING BAY



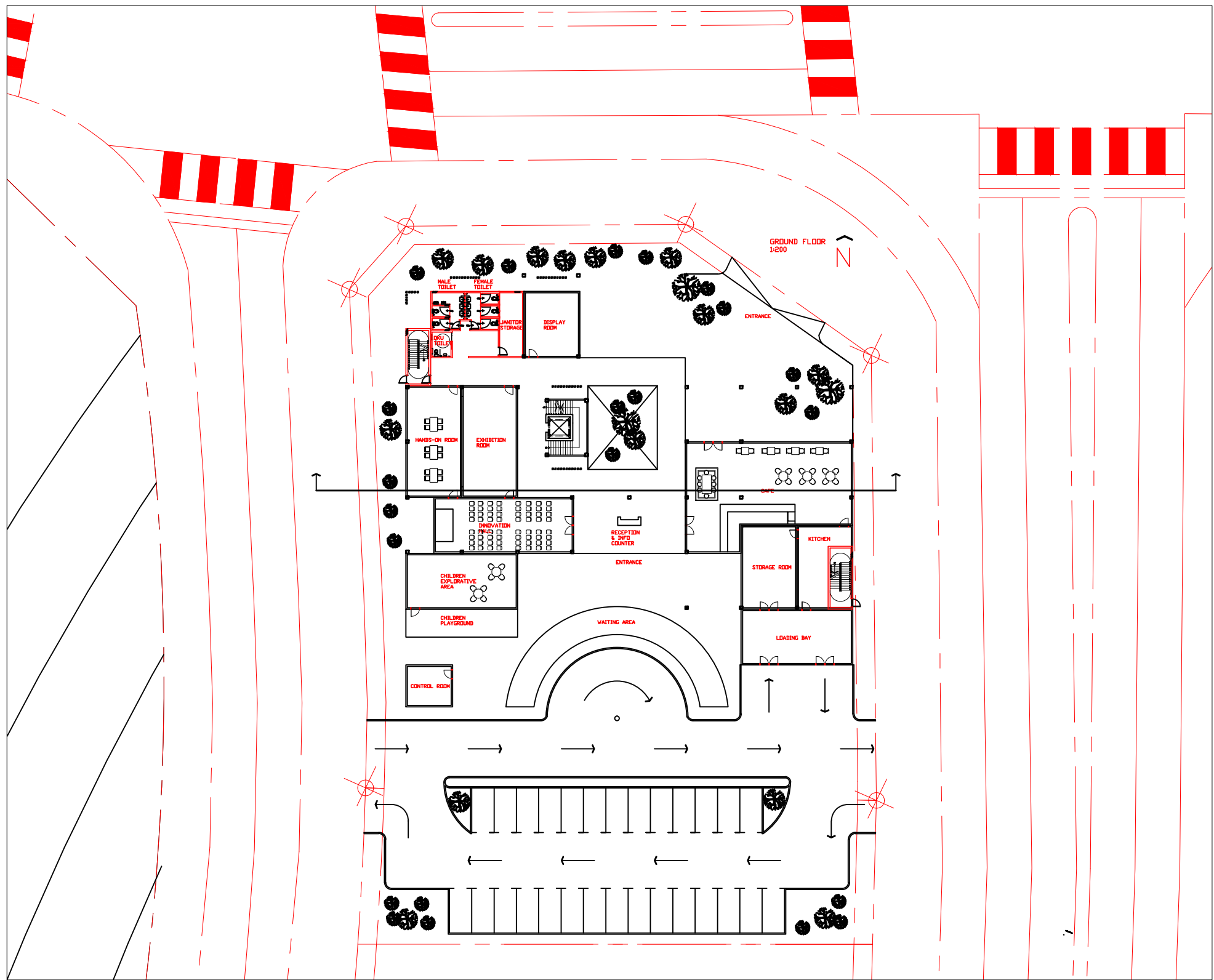
1ST FLOOR  
1:200



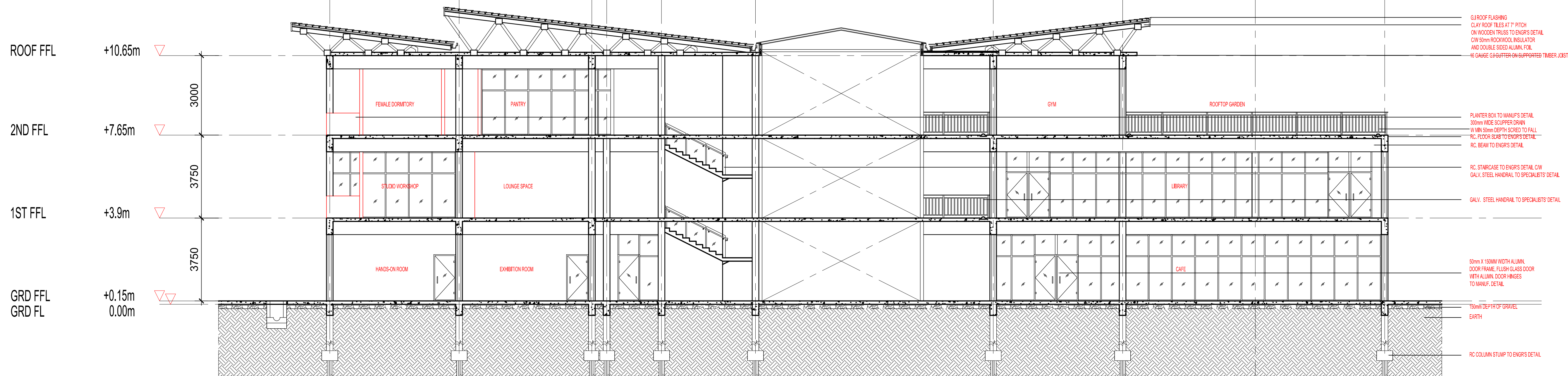
2ND FLOOR  
1:200







KEY PLAN  
1:500



BUILDING SECTION  
1:100

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All dimension are in METRIC and shall be checked on site before commencing any work. Any discrepancies must be reported immediately to the Architect before proceeding.

## INNOVATIVE & CREATIVE COMMUNITY CENTRE

DRAWING STATUS:

☐ SCHEMATIC DESIGN ☐ TENDER DRAWING  
☐ DESIGN DEVELOPMENT ☐ CONSTRUCTION DRAWING

ARCHITECT :

SUBMITTING ARCHITECT

I certify that details in these plans are in accordance with the requirements of the By-Laws 1984 and I agree to accept full responsibility accordingly.



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Jaya, Selangor  
tel 603 6148 1120 fax 603 6148 1120  
email rpmconsultant@gmail.com

PROJECT TITLE  
RECOMMENDATION OF BUILDING AN INNOVATIVE AND  
CREATIVE COMMUNITY CENTRE ABOVE LOT NO. 2C14,  
JALAN TUN HUSSEIN, PRESINT 2, 62000 PUTRAJAYA,  
WILAYAH PERSEKUTUAN PUTRAJAYA, MALAYSIA.

CLIENT

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DRAWING TITLE:

KEY PLAN AND BUILDING SECTION

DRAWING NO. :

2016/ARC3524/BT2/P2/1

DRAWN BY :  
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CHECKED BY :  
TANG KAR JUN

SCALE :  
1:100

DATE :  
30-11-2016

SHEET NO. :

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