



Project Charter Template

Construction of Pinya Secondary School new dorm building / 2 / 2 Nov 2022 / 23

Complete

Score	0%	Flagged items	0	Actions	1
Project Name	Construction of Pinya Secondary School new dorm building				
Date	02.11.2022 10:56 PST				
Project Number	23				
Version Number	2				

Actions

1 action

Inspection

State the project's deliverables

To create a sturdy, high-quality building that also follows LEED standards, to provide a homely dorm for students to live in, to source for quality materials, and to deliver the project on time (that is, before school starts).

To Do | Priority Medium | Due 09.11.2022 13:11 PST | Created by SafetyCulture Staff

Double-check with client the status of scheduling

PROJECT GOALS

Describe the business need, opportunity or problem that the project was undertaken to address – i.e., the project justification.

State the project goals

To build a high-quality dorm building that will stand the test of time and weather, all while staying within budget and sticking to the schedule.

DELIVERABLES

Provide a high level list of “what” needs to be done in order to reach the goals of the project. Each deliverable should be sufficiently detailed so that the Project Team will understand what needs to be accomplished. Describe the deliverable using action words (verbs) such as “deliver, provide, create, research, etc.

Deliverables should be measurable, so the Project Sponsor and Team can determine whether the deliverable has been successfully completed at the project’s conclusion.

State the project's deliverables

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SCOPE DEFINITION

Document the scope of work to be delivered. To assist you in defining scope, use documentation such as RFP, sales proposals, business requirements, functional specifications, etc. to set and limit the scope.

In Scope is what the project will include to meet the requirements of the Project goals.

Out of Scope excludes responsibilities, activities, deliverables or other areas that are not part of the Project.

The project will include:

Complying with legal documentation, canvassing of materials for construction, working with architects and interior designers, employing at least 100 men for manpower, working with USD 50,000, and creating summary reports of business expenses

The project will not include:

Employing more than 500 workers, working beyond agreed shifting hours,

coordination with students and school officials beyond owners and principals, and working beyond budget

PROJECT MILESTONES

Identify the significant project milestones, including invoicing dates to the client.

Enumerate the project milestones

Agreement of materials to buy (week 2), start of project execution (week 4), finishing of foundation and structure (week 9), project completion (week 20)

ASSUMPTIONS, CONSTRAINTS, DEPENDENCIES

Identify the assumptions that were made to form the basis of defining scope. Also identify any assumptions that will be made for the purposes of planning the project. The objective here is to set the boundaries and address how the triple project management constraint (scope, time and cost) are potentially impacted/managed.

List any constraints (potential factors that will impact the delivery or make it difficult to manage the project) on the project or dependencies on resources or funding to the project. Consider time, cost, dates and regulatory issues as constraints or dependencies to the project.

Enumerate assumptions, constraints, and dependencies

Typhoons and thunderstorms may put us back if they're strong,

RELATED DOCUMENTS

Reference any related documents that were used to define scope and assumptions – e.g., RFQ, RFP, Sales Proposal, etc.

Enumerate related documents

Sales proposal, expenditures, receipts, legal requirements, property permits, permit to build, contract of work and employment, salary reports

Name and role of team member

Name and role of team member 1

Cecilija Charlotte - Project manager assistant

Name and role of team member 2

Chiquita Gerena - Project resource manager

Name and role of team member 3

Project Authorization

Full name and signature of Business Manager

Brychan Ada

Brychan Ada
02.11.2022 13:10 PST

Full name and signature of Project Manager

Nila Alma

Nila Alma
02.11.2022 13:10 PST
