

Project Charter Template

Project Name : 25 Mayflower St Mount Sheridan	
Owner : Anthony MacSweeney Project Manager ATM Constructions	
Date : 17/9/2019	
Initiation:	Proposed alteration to existing home at 25 Mayflower St Mount Sheridan. Project Manager : Anthony MacSweeney
Synopsis:	To build a covered walk way and awning to the existing premise. Constructed mainly of structural steel framing and color bond roofing material. Soffit linings and painted finishes.
Purpose/Business Need:	Protection from monsonal weather has been identified as the main reason for construction of the covered walk way and Awning to the existing premise. The owners Mr and Mrs Weber have approved construction drawings that will be used to develop this objective in line with local council and building regulation's.
Product Description and Deliverables:	This project will include the following : Stage 1 : Front entry covered walkway comprising of the following: Concrete footings, core filled block work and rendered block work, structural steel support beam, timber roof framing and color bond fascia, gutter, roofing and flashings, soffit linings and trims. Stage 2 : Rear awning constructed of structural steel framing and C purlins, color bond fascia, gutter, roofing and flashings, soffit linings and trims. New storm water spreaders with connection of new roof into existing down pipes.
Project Exclusions:	The following items have been excluded : • Painting of new structures . • Supply and fit off of any electrical requirements. • Connection of storm water to existing in relation to the front covered walk way only.
Project Management:	PMBOK will be used of as the basis for running this project along with the following regulations : • Cairns C Council building regulations. • Stamped and approved engineers plans. • Australian Standards.

Assumptions, Constraints, Risks:	• Construction plans have been approved by council. • Materials to the best of knowledge are available when required. • Scheduling of start date is achievable no foreseeable delays. • Work to be completed in 40 days. • Fixed budgets apply to this build. • Construction to be as per approved plans and building codes. • Inclement weather conditions. • Access for materials and contractors on site.
Resources:	• ATM Constructions : Project Manager and carpenters x 2 . • Fabcon : Structural Steel Fabricator and Rigging x 3. • AJ Roofing : Fascia, gutter, and roofing requirements. • Waramix Plastering : Soffit linings and setting x 3. • Cairns Hardware P/L.
Stakeholders:	• Mr and Mrs D Weber (owners). • Cairns Regional Council.
Approach:	Predominately contractor labour will be procured throughout the project. Timber roof framing and soffit trims to be done by ATM Construction labour.
Communication and Reporting:	Communication during the project will be as follows prepared by the PM: • Weekly meetings with client to discuss progress as per programme and any client issues. • Supervision of Sub Contractors and procurement of material. • Submit progress claims as per contract. • Stage inspections as required.
Acceptance:	Project handover/acceptance by client will occur once Stage 2 is completed and the following items have been addressed : • Defects documented, completed and signed off by client. • All inspections carried out and signed off. • Contractor invoices paid in full. • Supply and installation of material to comply to relevant standards and codes.
Change Management:	Any change to the project charter or plan must be approved in writing by the Project Manager. Changes to materials or scope will need to be approved first by the PM and then the Client before any change would proceed.
Other:	N/A

Approval	Project Manager: Anthony MacSweeney	Sponsor: Dean Weber
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