

Electrical Sensations Project Charter

XX Holdings Solar Installation Project

Project Name: XXX Holdings Solar Installation Project	
Prepared by: Leanne Phillips	
Date: 20 Sep 2021	
Initiation:	<i>XX Holdings Solar Installation Project.</i> <i>Project Manager Leanne Phillips (Electrical Sensations)</i>
Synopsis:	<i>XX is currently paying large electricity bills, with electricity costs forming 11% of the overheads at the school. XX aims to reduce electricity costs and improve their social and environmental reputation through the installation of a grid-connected solar power system.</i> <i>The project is expected to begin on 1 December 2021 and completed by 31 December 2021.</i> <i>The cost for the project is \$XXX</i>
Purpose/Business Need:	<i>The school community as a whole – including students, parents, teaching staff as well as support staff - will benefit from the project. Lower electricity costs will allow the facility upgrade roll-out to be carried out quicker enhancing the comfort and learning experiences for students.</i> <i>Reduced overheads and improved environmental credentials will benefit the school directly and indirectly.</i>
Product Description and Deliverables:	<i>A 100kW grid-connected solar power system consisting of 280 solar panels & 2 x 50kW inverters will be installed on the roof of the Manual Arts Block and Admin Centre.</i>
Project Exclusions:	<i>Ergon fees and charges for application and meter changeover.</i> <i>Structural engineer reports of the roof.</i>
Project Management:	<i>PMBOK methods will be adopted for the management of this project.</i>

Assumptions, Constraints, Risks:	<i>Assumptions:</i> Ergon will grant approval for the system installation in a timely manner. The structural reengineer will approve the roof for installation. Materials will be available as indicated by the supplier. <i>Constraints:</i> Weather will have a huge impact on this project. Storms, windy and/or rainy weather will impact the supply schedule. Power will be interrupted to the main switchboard while the switchboard upgrade will be carried out – approximately 8 hours. The manual arts sub-board will also be shut down for a period of approximately 4 hours. <i>Risks:</i> Unfavourable weather. Fluctuations in STC incentive pricing.
Resources:	<i>ES - 5 Installation staff will be allocated to the project (1 CEC installer, 1 electrician, 2 apprentices & 1 Trades Assistant) for the duration. There may be times when the tradesman or installer has to go off-site to tend to breakdowns or emergency repairs.</i> <i>An all-terrain scissor lift will be hired by ES for the duration of the project to allow the panels to be installed safely.</i> <i>The panels and inverters will be delivered to site by the supplier and stored in the schools sports shed (as approved by Jim XX).</i>
Stakeholders:	<i>XX Holdings (Project Sponsor)</i> • <i>Ian XX (CFO)</i> • <i>Rob XX (Grounds Manager)</i> <i>Electrical Sensations (Project Management & installation company)</i> • <i>Nigel Phillips (Director & CEC installer on site)</i> • <i>Leanne Phillips (Project Manager)</i> <i>Green Deal (STC broker)</i> • <i>Grace XX (broker representative)</i> <i>Ergon (Electricity authority/supplier)</i> • <i>John XX (major connections team manager)</i>
Approach:	<i>The project will be carried out using Electrical Sensations employees to perform the work. No contractors are intended to be utilised.</i>

Communication and Reporting:	• <i>All urgent communication regarding work flow will take place between Nigel Phillips (ES Director & CEC installer on site) and Rob XX (XX Grounds Manager)</i> • <i>Weekly meetings to be held between Leanne Phillips (Project Manager), Nigel Phillips (ES Director & CEC installer on site) and Rob XX (XX Grounds Manager).</i> • <i>Reports/change requests to be prepared by Leanne Phillips (Project Manager) and issued to Rob XX (XX Grounds Manager), Ian XX (XX CFO) and other affected parties.</i>	
Acceptance:	• <i>Acceptance of the project plan at the start of the project, and acceptance of the deliverables at the end of the project, is to be signed off by Leanne Phillips (Project Manager), Nigel Phillips (ES Director & CEC installer on site) , Ian XX (XX CFO) and Rob XX (XX Grounds Manager).</i>	
Change Management:	• <i>All changes to the project charter must be approved in writing with signatures from Ian XX (XX CFO) and Nigel Phillips (Director & CEC installer on site)</i>	
Approval	Project Manager: Leanne Phillips	Sponsor: XX Holdings