

PROJECT CHARTER

Project Name: 33 Balfour St Bathroom/toilet/laundry renovation	
Prepared by: Leanne Phillips, Project Manager & sponsor (premises owner)	
Date: 13 Feb 2021	
Initiation	Initiated by Leanne Phillips (premise owner)
Synopsis	The new bathroom/toilet/laundry will be modern, serviceable and in fitting with the rest of the home. Maximisation of storage is important. Project is to be completed by 30 June 2021 with a maximum budget of \$25 000.
Purpose/Need	The bathroom is falling into a state of disrepair and is in need of an upgrade. The 25 year old tiles are starting to lift and the new tapware does not fit properly meaning water will leak into the wall cavity. Updating the bathroom will also increase the resale value of the property if we should want to sell in the future or for refinancing to fund other projects.
Product Description and deliverables	Deliverables: Renovated bathroom, renovated toilet/basin area and renovated laundry Phase 1: Disconnection of plumbing & electrical (as necessary) Phase 2: Structure/framework work Phase 3: Installation of new fittings (plumbing, electrical, cabinetry) Phase 4: Painting, tiling, Plastering, Plumbing, Electrical
Project Exclusions	Electrical work which will be supplied by us personally and no electrical costs are included in the project budget.
Project management & delegations	Delegations: Project Manager – Leanne Phillips Head building contractor – responsible for co-ordinating & liaising with the other sub-contractors (plumbers, plasterers, tilers) Electrical supervisor – Nigel Phillips – responsible for scheduling and carrying out all electrical disconnection, reconnection and installation work. Nigel is also

	response for developing a list of materials that the owners (Nigel & Leanne) will need to supply.
Assumptions, constraints, risks	Assumptions: Council approval not needed as there will be no change to the outside wall structure of the building. Because the sponsor is also the project manager, no project management costs have been included in the project costing. Constraints: \$25 000 budget; completion to be no more than 1 month time frame from commencement; relevant rules and regulations (e.g: distances, clearances etc..) for trades other than electrical. Risks: Cost increases in materials; Contractors not meeting their obligations; Internal wall damage that is not evident before commencement; Builder not liaising with other trades.
Resources	All sub-contractors will have their own tools and equipment. Services - electrical resources are unlimited. Nigel Phillips, as well as other Electrical Sensations staff and tools will be utilised. Nigel & Leanne Phillips will personally buy the electrical materials, fittings and equipment for the project & ensure they are on site for the Electrical Sensations staff to install. Project Manager will be Leanne Head contractor will be the builder.
Stakeholders	Sponsors - Nigel & Leanne Phillips Project Manager responsible for project – Leanne Phillips Contractors - delivering their appropriate part of the project Head contractor builder - we will be guided by his advice on the legalities, physical requirements and styling
Approach	The project will be delivered by the head builder and will supervise his team of sub-contractors. The head builder will liaise with primarily Leanne (as project manager).
Communicating & reporting	At least weekly meetings between Leanne & the head builder. Email will be used to confirm important details so there can be no confusion or change of misinterpretation. Text messages will also be used to confirm details.

Acceptance	Sponsors (Nigel & Leanne) to sign builders completion paperwork & pay final invoice.
Change Management	Changes will be made in writing - either Email or text. They may be initially verbal, but MUST be confirmed in writing in some form.
Other	
Approval	Project Manager: Leanne Phillips  Sponsors: Nigel Phillips  Leanne Phillips 