



Project Charter

Project Title

Mark Allardyce

Lightscape Electrical

Version 1 – 14 Sept 2020

Project Charter

Project Name: Somerset council sports field lighting upgrade	
Prepared by: Mark Allardyce	
Date: 14-09-2020	
Initiation:	This is the Somerset council sports field lighting upgrade and project
Synopsis:	The Somerset council has allotted funding for the installation of lighting on the afl field at Fernvale, there is also the upgrade of lighting on the rugby field. Lightscape Electrical will be installing the new infrastructure and lighting to the AFL field, while not impacting the playing surface.
Purpose/Business Need:	Fernvale Sporting ground was built in 2016 to support a growing need for sporting facilities in the area. Netball courts were constructed along with a clubhouse and lighting was incorporated into this part of the project. Due to budgetary restraints lighting on the AFL field was not incorporated. With the new financial year a new budget has allowed the construction of lighting at the AFL field.
Product Description and Deliverables:	The project will involve the installation of 4 x new 25m poles with 6 new LED lights on each pole. The underground infrastructure will include cable feeds to each pole, conduits and pits. The trenching will be undertaken by an external contractor under supervision of Lightscape supervisors. All structural civil works will be supervised by a civil consultant, with the work to be completed by Lightscape staff.
Project Exclusions:	Any power supply from the street is to be completed by Ergon energy. Any upgrades of existing switchboards (we will supply the new Switchboard for the lights.
Project Management:	This project will be run using the PMBOK methodology. Mark Allardyce will be the lead project manager.

Assumptions, Constraints, Risks:	Assumptions: • All Council approvals shall be made by the client. • Our Pricing is subject to rise and fall for the material and the labour cost variances. • The project is based on a 9 hour day (6) days a week Monday to Saturday. Constraints: • The current playing surface must not be damaged. • Project must be completed by the 7 December 2020. Risks: • Weather conditions (rain) delaying the project. • Material delays. • Breakdowns. • Subcontractor delays.
Resources:	Lightscape Electrical Project management and electricians) Project Manager, and 5 x Electricians. Somerset crane hire Lifting of the poles and lighting infrastructure into place. Fraser Excavation services Trenching and digging of footings for the lights.
Stakeholders:	Somerset Regional council (project sponsor) • John Doe (Project Manager SRC) Lightscape Electrical (Project management company) • Peter Banana (Director) • Mark Allardyce (Project Manager) Fernvale sports club • Kate Ellison (Club secretary) Somerset Crane Hire Pty Ltd • Tom Richardson (Managing Director) Fraser Excavation Services Pty Ltd • Peter Gordon (Managing Director)

Approach:	The project will be run through Lightscape Electrical performing most of the work. With the excavation and crane work to be performed by subcontractors.	
Communication and Reporting:	The following communication methods will be used between the stakeholders involved in the project. • Verbal communication between site staff and project manager. • Emails and Dropbox with follow up verbal phone calls between all other stakeholders. • A meeting will be had halfway through the project between stakeholders to confirm the project is meeting the outlined scope.	
Acceptance:	The project plan shall be signed off at the start and acceptance at the end of the project by: • John Doe (Project Manager SRC) • Peter Banana (Director LSE) • Mark Allardyce (Project Manager LSE) • Kate Ellison (Club secretary FSC)	
Change Management:	All Changes to the charter must be approved and signed off by: • John Doe (Project Manager SRC) • Peter Banana (Director LSE) • Mark Allardyce (Project Manager LSE) • Kate Ellison (Club secretary FSC)	
Other:	N/A	
Approval	Project Manager: <i>Mark Allardyce</i>	Sponsor: <i>JD</i>