

EXEMPLAR PAPER 1 - MEMORANDUM HANDOUT A PROJECT CHARTER



PROJECT NAME		PROJECT MANAGER	PROJECT SPONSOR
Baycliff Retreat		Learners name	
EMAIL	PHONE	ORGANIZATIONAL UNIT	
projectmanager@success.co.za	0834523411	Project Management	
ESTIMATED COSTS	EXPECTED SAVINGS	EXPECTED START DATE	EXPECTED COMPLETION
R 20 mil		00/00/0000	00/00/0000

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	Development and construction of the Baycliff Retreat, a proposed resort on a hectare idle lot in Knysna, South Africa, for an investor.
BUSINESS CASE	
GOALS / METRICS	<ul style="list-style-type: none"> • Start-up fund by the owners to cover the operational expenses during the initiation process from feasibility study till the project start. • Buildings, structures, functional facilities, and other construction deliverables must be completed as per the approved drawings, specifications, standards and other applicable codes. • Project Manager to monitor and control the project • Engineering and Technical Consultant to monitor and control the engineering and technical works of the project • Project Coordinator to serves as liaison officer • Deploy the following key personnel and enough competent workers on site during construction stage: <ul style="list-style-type: none"> ○ Construction Manager ○ Construction Engineer ○ Construction Superintendent • Enough quantity and right equipment to do the works, with backups or alternatives in case of breakdown.
EXPECTED DELIVERABLES	

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PROJECT SCOPE

ASSUMPTIONS	<ul style="list-style-type: none"> The start-up fund of the owners will be available upon approval of the Project Charter. Required contractor's staff and workers will be available when and as they are needed. The Project Manager of the owners' side and the Construction Manager are knowledgeable and experienced in managing activities relevant to the project. All other key personnel are competent to do their job. Equipment will be available and operational upon when and as they need
CONSTRAINTS	<ul style="list-style-type: none"> The owners have limited fundings for hiring the Project Manager and Engineering & Technical Consultant The proximity and availability of the owners are hindered by their geographical locations Need to resurvey the property due to recent public developments such as road constructions passing at one side of the lot, public water system running within the vicinity, and electrical posts.

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Form Project Team and Conduct Preliminary Review	00/00/0000	00/00/0000
Finalize Project Plan and Project Charter	00/00/0000	00/00/0000
Conduct Definition Phase	00/00/0000	00/00/0000
Conduct Measurement Phase	00/00/0000	00/00/0000
Conduct Analysis Phase	00/00/0000	00/00/0000
Conduct Improvement Phase	00/00/0000	00/00/0000
Conduct Control Phase	00/00/0000	00/00/0000
Close Out Project and Write Summary Report	00/00/0000	00/00/0000