

Project Charter

The Northumbria Building Centre

A. General Information

Project Title:

The Northumbria Building Centre

Project Working Title:

NBC Ltd. Concept Design

Project Manager:

Mr. Alan Dunn

Project Sponsor:

The Northumbria Building Centre Trust

Project Client:

The Northumbria Building Centre Trust

Prepared By:

S. Vassilatos

B. Project Overview:

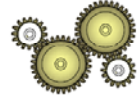
This Charter formally authorizes a project to commence for the concept design stage of the building services. A project plan will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it handed over by the Project Sponsor. Included in the project plan are to be a scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control.

1. Identification:

The Northumbria Building Centre Trust was established in 1968 as an independent charitable organisation supporting cultural and educational activities as well as research concerned with the built environment.

The Board of Governors, who act as Trustees, determine the general policy of the Trust which is governed by a trust deed.

The Northumbria Building Centre also known as NBC Ltd. is a wholly owned trading subsidiary set up by the Northumbria Building Centre Trust.



2. Project Background:

The Northumbria Building Centre also known as NBC Ltd. is a wholly owned trading subsidiary set up by the Northumbria Building Centre Trust with the view to providing a unique educational and cultural centre for the built environment in order to generate a new source of income.

The centre is located in the north-east of England on land provided by the University of Newcastle-upon-Tyne.

3. Purpose/Business Need:

Due largely to poor performance of the investment portfolio in the last two years, the Trust has seen the level of both income and charitable donations reduced.

To offset this down turn the Governors have decided to utilise funds from the trust to create a wholly owned trading subsidiary, the Northumbria Building Centre Ltd: from which, as 100% shareholders, NBC Ltd will contribute to the Trust through the Gift Aid Scheme.

It is envisaged that in five years visitor levels will reach between 30-50,000 people per annum.

4. Project Scope:

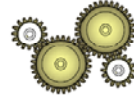
The boundaries of the project are limited to providing:

- Mechanical services
- Electrical services
- Public health services
- Fire protection
- Renewable technology
- Improving the u-values of the current building envelope

5. Project Objectives:

In business terms, the project aims to:

- Provide a new source of revenue by attracting local residents, members of the building, construction and building services professions, educational groups.
- Be a venue for courses, conferences and seminars.
- Attract 10,000 visitors in the first year, with about 1,300 a month during the summer and then levels are predicted to rise to between 30-50,000 visitors annually after five years.
- Hold programmes for schools and colleges.
- Provide educational activities,



In technical terms the centre endeavours to:

- Provide an example of good building practice.
- Achieve a good BREEAM rating.
- Showcase the use of renewable energy and sustainable practices.
- Be a bespoke centre where materials, products and equipment for the building, construction and building services industries are displayed.
- Include a library for manufacturers' and suppliers' literature and products and equipment both from the UK and abroad.
- Have a comprehensive information retrieval system based on the latest information technology techniques for the research and location of materials.

6. Sponsorship and Ownership:

The project is sponsored by The Northumbria Building Centre Trust and final product ownership will belong to the same, Northumbria Building Centre Trust.

7. References:

This document should be read in conjunction with the following documents:

- The Scope Statement
- The Work Breakdown Structure
- The Procurement method
- The wider stakeholders
- The RIBA stages and ACE services

8. Terminology:

NBC Ltd means the Northumbria Building Centre Limited.

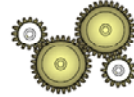
C. Project Approach Section:

The Project shall be approached in the following manner, following the RIBA stages:

- Pre-Planning,
- Conceptual Design Stage,
- Schematic Design Stage,
- Design Development Stage,
- Construction Drawings (or Contract Documents), and Construction Administration.

1. Project Deliverables and Quality Objectives:

- A design and construction programme and information.
- The project team list
- An energy statement for planning submission according to the energy strategy
- An M&E and renewable design development report.
- Design development report signed –off by the client.
- Procurement methods
- Scope Statement



- The Work Breakdown Structure
- Cost plan for M&E and renewables.
- List of the wider stakeholders
- Risk assessment of the design.
- Information on life cost studies.
- Detailed schematic drawings
- Design drawings showing space required for services in risers and floor/ceiling voids.
- Technical design report signed-off.

2. Organisation and Responsibilities:

Project Team

Project manager
Architect
Structural Engineer
Suppliers
Utilities
Contractors
Local authorities
Government agencies
Consultants

3. Project Responsibilities and Resources:

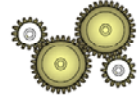
A pro-forma following the BSRIA's published pro-forma is to be kept where the project status and responsibilities shall be indicated and the date added. The pro-forma may be amended where appropriate.

The project manager supported by his staff: an assistant, a document controller and a secretary will be based on site in the site office. Each shall be provided with a computer, a desk and a chair. Two of the computers will have additional software such as Autocad and MS Project while the remaining two will have the standard software for general office work. A telephone network with four telephones will be provided along with an A0/A1 and an A3 printer, a fax machine, a digital camera and a scanner. Stationary will also be provided. A male and female toilet will be provided and a small fridge, a toaster and a kettle will also be provided along with 4 mugs, 4 plates and 4 side plates. A set of teaspoons and a table are also to be provided.

4. Risk Management:

The Construction Design and Management Regulations (CDM 2007) will be adhered to and in addition a risk register following the BS EN 31010:2010 and ISO 31000 guidelines shall be kept. As well as having a risk analysis carried out, a project risk register will be kept. The register will have a risk management checklist subdivided into the following categories stating the action taken to mitigate risk and the date.

- Third party risk
- Client risks
- Site control risks
- Design team risks
- Construction team risks
- Other risks



5. Process Options and Deviations:

The Project Management Methodology used will be in accordance with the PMBOK guidelines. The Systems Development LifeCycle Methodology used will be the waterfall method where the progress flows like a waterfall from the top to the bottom. See figure 1 below.

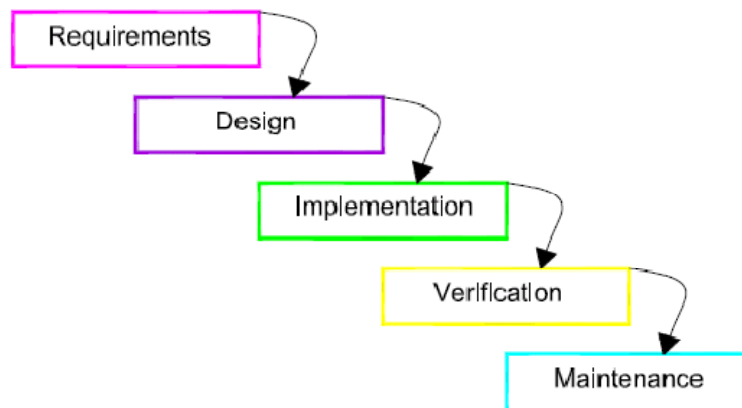


Figure 1.

6. Process Stages:

The project life cycle will go through the following stages:

Initiation
Planning
Execution
Closure
Monitoring

Initiation:

The project will begin by documenting a business need, feasibility study, terms of reference, taking on board a team and setting up a Project Office.

Planning:

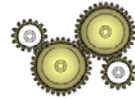
This will entail creating a project plan, resource plan, financial plan, quality plan, acceptance plan and a communications plan.

Execution:

Here the deliverables will be built and strict control of the project delivery, scope, costs, quality, risks and issues will be kept.

Closure:

This will involve the winding-down of the project by releasing staff, handing deliverables over to the client and completing a review.



7. Project Control:

The following project team communication routes shall be adhered to throughout the project. See figure 2.

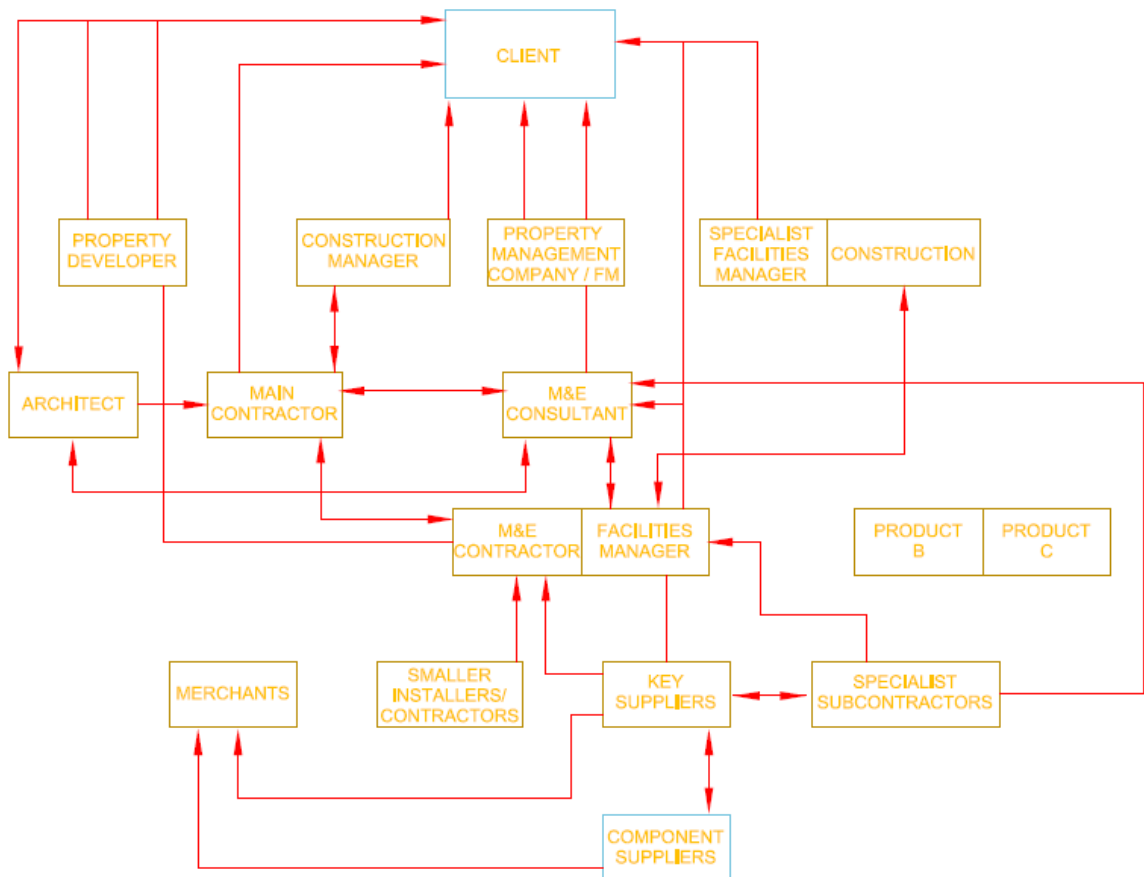
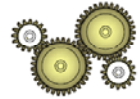


figure 2.

The method and processes implemented to track the projects progress would be cost and schedule as defined by PMBOK during the project execution phase making use of precedence diagrams, resource levelling and using PERT analysis.



8. Project Schedule:

High level schedule for the project indicating the Work Breakdown Structure.

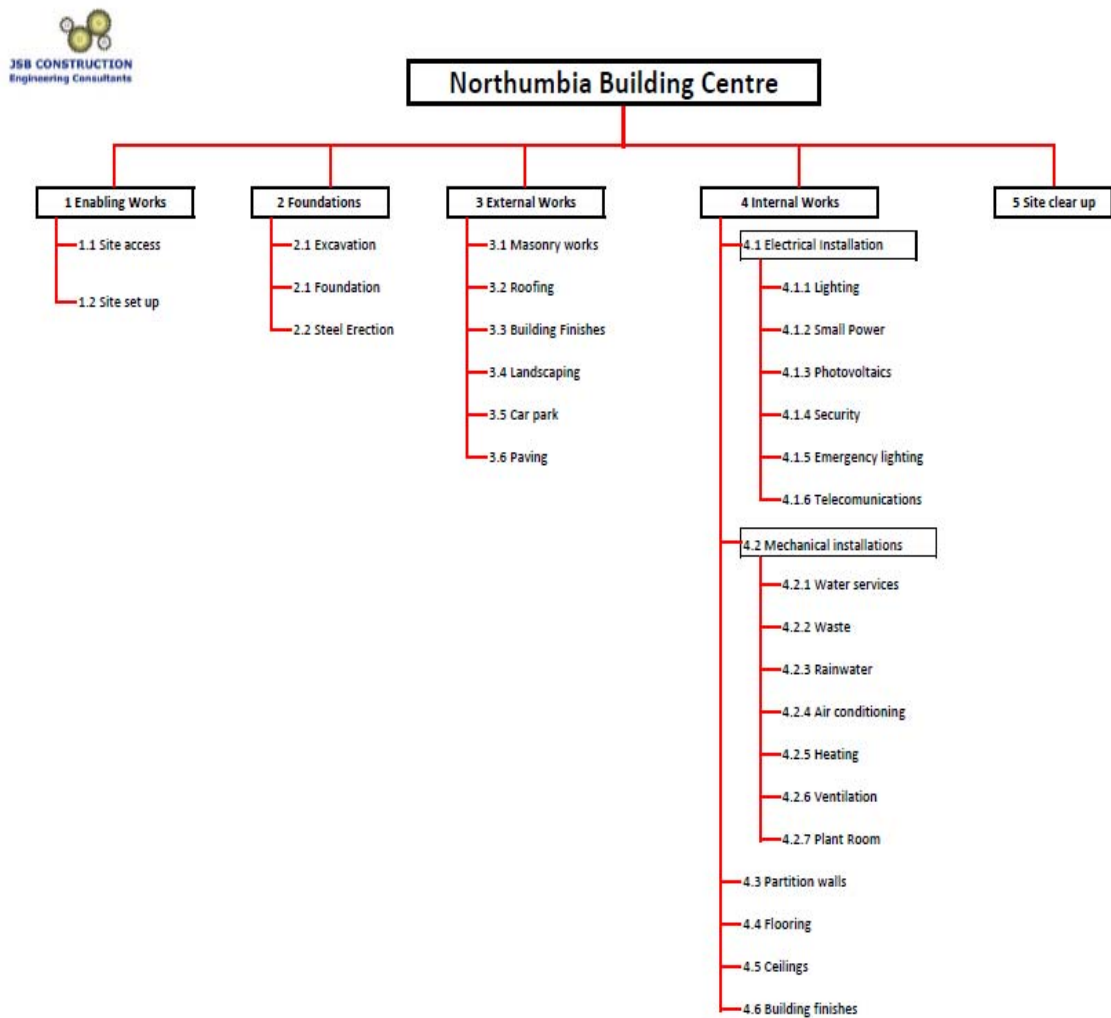
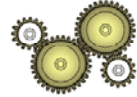


Figure 3.



D. Approval Section:

Project Team: Project manager, Architect, Structural Engineer, Suppliers, Utilities, Contractors, Local authorities, Government agencies and Consultants.

Project Charter Approval Form

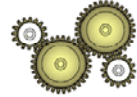
Project Name: The Northumbria Building Centre

Project Manager:

By signing, this document, the individuals mentioned below formally indicate their agreement and acceptance of the Project Charter and their commitment to the project and end product.

I have reviewed the information contained in this Project Charter and agree.

Name	Signature	Date



Bibliography and References:

Lester, A. (2007) *Project Management, Planning and Control Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards* 5th ed.

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