

PROJECT CHARTER

1. Project Name: 122 East Main Street
2. Project Purpose: The purpose of this project is to build a 3-bedroom home for the Smith family.
3. Measureable Objectives and Success Criteria: The house must be built on time, within budget, and be able to pass Certificate of Occupancy inspections.
4. High-Level Requirements and Scope: The scope of the project is the construction of a single-family home with 3 bedrooms, 1.5 bathrooms, a 1-car garage, and basic landscaping.
5. Assumptions and Constraints: Most of the materials will be donated, volunteers will be available as needed, the weather will need to cooperate, and there can be no vandalism on the property.
6. High-Level Description and Boundaries: This will be a single-family home built on the existing lot at 122 East Main Street in Greene City.
7. High-Level Risks: The primary potential risks are bad weather and vandalism at the work site.
8. Summary of Milestones:
 - Begin clearing the lot
 - Complete the foundation
 - Complete the framing
 - Install roof and complete the interior
 - Perform landscaping
 - Construct the garage and pave the driveway
 - Transition possession to the owners
9. Summary of Budget: \$75,000 plus donated materials and labor.

10. Stakeholder List:

- The homeowners
- Building with Heart staff
- The project manager
- Volunteers
- Construction leaders
- Neighbors
- Local government officials
- Inspectors
- The master carpenter
- The plumber
- The electrician
- The landscaper
- Family and friends of the owners
- Jane Dorand

11. Project Approval Requirements: Must be approved by planning board and inspected by building code officer.

12. Assigned Project Manager: Robert Toner

13. Name and Authority of Sponsor: Jane Dorand, CEO of Building with Heart

14. Approval:

Sponsor Name Jane Dorand, CEO

Sponsor Signature _____

Date _____

Requirements Document

Project: 122 East Main Street

1. Introduction

1.1 Purpose/Scope

This document describes the requirements and other relevant information of the Building with Heart project at 122 East Main Street in Greene City.

1.2 Assumptions, Dependencies, and Constraints

Assumptions:

- Most materials will be donated by local businesses.

Dependencies:

- Volunteers will sign up to work on the project.

Constraints:

- The weather must cooperate with outdoor construction activities.
- The house must be complete before the snow falls.
- The project must be completed within the \$75,000 budget.

1.3 Business Need

Building with Heart is a non-profit organization that builds homes for low-income families in Greene City. The Home Build Program's purpose is to build a 3-bedroom home for each qualifying family. This provides a home for the family, and improves neighborhoods and communities in the poorest Greene City areas.

2. General information

2.1 Challenge/Opportunity

The challenge is constructing homes that will pass inspection in Greene City's poorest neighborhoods, with a team of volunteers using donated materials, while remaining on schedule and within the budget.

2.2 Feature/Project Description

The Building with Heart project at 122 East Main Street will provide a standard, single-family home for the Smith family.

2.3 Project objectives

To build a standard, single-family home that passes inspection the first time, using donated materials and volunteer labor.

3. Detailed requirements

3.1 Common requirements

The common requirements for a Building with Heart project are:

- Single-family home
- 1-car garage
- 3 bedrooms

- 1.5 bathrooms
- Landscaping
- Driveway
- Pass all inspections the first time

3.2 Business Requirements

- Building with Heart staff support
- Donated materials
- Volunteer labor
- Fundraising from participating organizations
- Mortgage of \$75,000 at 3% interest

3.3 Other Requirements

Other requirements of the project include:

- A PMP-certified project manager on each project
- A licensed plumber and electrician on each project
- A building inspector to provide ongoing inspections at the site

Schedule Management Plan Example

1. Purpose Statement

The purpose of this document is to define the schedule, development, management, and maintenance approach to be carried out in support the Building with Heart project. This plan describes the schedule management processes and system that will support the project team in planning, monitoring, controlling, and overseeing individual project activities.

2. Scheduling Tool

The Microsoft Project scheduling software tool may be used to formulate project schedules, generate periodic status reports and charts, perform impact analyses, and evaluate schedule performance.

3. Building with Heart Master Schedule

The Master Schedule is a top-level bar chart maintained by the program office. Each phase of the project is depicted as a separate bar and shows a selection of milestones from the planning phase through build completion and hand off phase. Each phase will have a corresponding master schedule. This schedule will contain major deliverable milestones.

4. Intermediate Schedules

The intermediate schedules further expand the corresponding subdeliverables and milestones of the major deliverables in the individual phase schedules. These schedules are an end-to-end representation of the milestones and subdeliverables of the major project deliverables at a level of detail that is adequate for the top-level management of each phase.

5. Detailed Schedules

The detailed schedules further expand the corresponding activities and milestones of the deliverables in the intermediate schedules. These schedules depict the milestones and activities at a level of detail that is adequate for daily tracking of each project deliverable.

6. Contractor Schedules

For non-donation deliverables, contractor schedules provide the lowest activity level used by the project's planning and scheduling team for observing, analyzing, and reporting monthly status on the contractor portions of build deliverables. The level of detail in the contractor schedules will be determined by the project manager, team leaders, or other approved personnel, and will be made available to the program office upon request.

7. Schedule Baseline

A schedule baseline shall be established once the project resources have been assigned and the schedule has been approved by the program office, affected functional managers, and the project sponsor. Monthly schedule status analyses and reports shall be prepared by the project manager comparing current schedule forecasts against the controlled baseline. The schedule baseline will be reviewed and updated weekly to reflect the current status of all activities contained within the schedule.

8. Status Reporting

Status reports and charts, including milestone listings, critical activity listings, slack reports, logic network diagrams, and bar charts showing planned versus actual dates shall be developed and

maintained as required to provide management with the insight they need to assess schedule performance and to determine whether the project's objectives are being met.

9. Reviews

The planning and scheduling team will provide schedule information as required to support all management reviews including the monthly status review. All schedule information used in management reviews is to be electronically accessible by project staff and volunteers in accordance with version control standards developed by the project team.

10. Archiving

A schedule archive shall be developed and maintained by the project manager or a representative designated by the project manager, to support analytic and historic studies of project activities.

11. Schedule Change Control

To ensure schedule integrity, the project manager will control revisions to the baseline schedule. Revisions to the baseline will occur only if the project scope changes or the baseline is no longer achievable.