Project Charter Document

Office Relocation Project

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Table of Contents

[1.1 Charter Element 3](#_Toc4627378)

[1.2 Charter Decision Matrix 3](#_Toc4627379)

[1.3 Project Selection Matrix 5](#_Toc4627380)

[1.4 Project Description 6](#_Toc4627381)

[1.5 Project Scope Statement 6](#_Toc4627382)

[1.6 Scope Overview 6](#_Toc4627383)

[1.7 Milestone Schedule and Deliverables 6](#_Toc4627384)

[1.8 Initial Risk Identification 8](#_Toc4627385)

[1.9 Resources Required 8](#_Toc4627386)

[1.10 Gantt chart 9](#_Toc4627387)

[1.11 WBS 9](#_Toc4627388)

[1.12 Initial Stakeholder Identification 10](#_Toc4627389)

[1.13 Team Operating Principles 10](#_Toc4627390)

[1.14 Lessons Learnt 11](#_Toc4627391)

[1.15 Commitment 11](#_Toc4627392)

[Bibliography 12](#_Toc4627393)

# 1.1 Charter Element

The project of office relocation would be based on the consideration of the effective factors for integrating the development of innovative information management. The project deals with relocation of the office. The lease of old office has been expired. In this scenario, management of the organisation has decided to relocate the office. In the project, systems and other documents will be shifted with having aim to damage the products and working hour as minimum as possible. Hence, the project aims to develop the following aspect that will be helpful to complete the project successfully. The charter elements list the factors for ensuring the development of the factors for improving the development of innovative information management. The following are the elements of innovative information management. In the project, office relocation it is essential to select the best possible method for completion of the project.

|  |  |
| --- | --- |
| Charter Element | Answers |
| Background | Why? |
| Business Case | Why? |
| Lesson Learned | How? |
| Milestone Schedule | When? |
| Resources | How Much? |
| Risks, Assumptions, and Constraints | Whoa! |
| Scope | What? |
| Signatures and Commitment | Who? |
| Stakeholders | Who? |
| Success Criteria | What? |
| Team Operating principles | How? |

# 1.2 Charter Decision Matrix

The charter decision matrix would be helpful for aligning the continuous. The charter document would be helpful for the organisation to select the best possible methods for the organisation. On the other hand, approval, communication and education, metrics and potential risk factor selection can be helpful for the project to identify the risks and complete the project successfully.

|  |
| --- |
| Project Name: Office Relocation |
| Date: 28-05-2019 |
|  |
| Approvals | ☐ | Fewwould be required for successful completion of project | ☑ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Communication and Education | ☑ | Fewwould be required for successful completion of project | ☐ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Complexity | ☐ | Fewwould be required for successful completion of project | ☑ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Metrics | ☐ | Fewwould be required for successful completion of project | ☑ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Multidisciplinary | ☑ | Fewwould be required for successful completion of project | ☐ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Potential Risk Factor | ☐ | Fewwould be required for successful completion of project | ☐ | Averagewould be required for successful completion of project | ☑ | Most of the would be required for successful completion of project |
| Resources | ☐ | Fewwould be required for successful completion of project | ☑ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Staff Commitment | ☐ | Fewwould be required for successful completion of project | ☐ | Averagewould be required for successful completion of project | ☑ | Most of the would be required for successful completion of project |
| Technology Involvement | ☐ | Fewwould be required for successful completion of project | ☑ | Averagewould be required for successful completion of project | ☐ | Most of the would be required for successful completion of project |
| Validating the maximum number of checks in this area |  | 2/9 |  | 5/9 |  | 2/9 |
|  | ☐ | No Charter Needed | ☑ | Mini Charter is needed | ☐ | Detailed Charter is needed |

# 1.3 Project Selection Matrix

The following is the project selection matrix; the project selection matrix is helpful to understand the process of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project/Selection Criteria** | **Criteria A** | **Criteria B** |  |
| **Weight:** | **5** | **10** | **Total** |
| Landscaping project | 7 |  | 5 |  |  |
|  | (5\*7=) 35 | (5\*10=) 50 | (35+50=) 85 |
| **Project/Selection Criteria** | **Potential Monetary Gain** | **Success Probability** | **Social Opinion** |  |
| **Weight:** | **5** | **10** | **3** | **Total** |
| Construction Project has been selected as: International Hotel, Hawaii | 10 |  | 5 |  | 5 |  |  |
|  |  |  |  |  |
| Construction Project has been selected as: Local Hotel, Brisbane | 8 |  | 6 |  | 4 |  |  |
|  |  |  |  |  |
| Infrastructure Project has been selected as High Speed Rail – Sydney to Melbourne | 9 |  | 3 |  | 8 |  |  |
|   |  |  |  |  |
| Investment project: It has been selected as The Old Farm House | 7 |  | 7 |  | 10 |  |  |
| Construction Project: International Hotel, Hawaii |  |  |  |  |

# 1.4 Project Description

The project as office relocation would involve the development of the improved work performances management. The project of office relocation would be based on the consideration of the effective factors for integrating the development of innovative process of information management. The charter elements list specific factors for ensuring the development of the factors for improving the development of information management.

# 1.5 Project Scope Statement

The project of office relocation would involve the development of the improved work performances management. The project of office relocation would be based on the consideration of the effective factors for integrating the development of innovative information management. The project scope statement would include the,

* Development of documentation for project work alignment.
* Alignment would also involve the contiguous management of the project works
* Information management would be developed with the continuous

# 1.6 Scope Overview

The project of office relocation would be dependent on Development of documentation for project work alignment, alignment would also involve the contiguous management of the project works, and Information management would be developed with the continuous innovation and technology.

# 1.7 Milestone Schedule and Deliverables

The milestone schedule and the deliverables for the office relocation project are given below,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WBS | Task Name | Duration | Start | Finish |
| **0** | **Office Relocation Project** | **6 wks** | **Wed 01-05-19** | **Tue 11-06-19** |
| **1** |  **First Phase** | **1 wk** | **Wed 01-05-19** | **Tue 07-05-19** |
| 1.1 |  Collecting Information | 2 days | Wed 01-05-19 | Thu 02-05-19 |
| 1.2 |  Development of work requirements | 1 day | Fri 03-05-19 | Fri 03-05-19 |
| 1.3 |  Selection of relocation date | 1 day | Mon 06-05-19 | Mon 06-05-19 |
| 1.4 |  Contract Hiring | 1 day | Tue 07-05-19 | Tue 07-05-19 |
| 1.5 |  D1: Date of relocation | 0 days | Tue 07-05-19 | Tue 07-05-19 |
| 1.6 |  M1: Milestone date | 0 days | Tue 07-05-19 | Tue 07-05-19 |
| **2** |  **Second Phase** | **1.6 wks** | **Wed 08-05-19** | **Fri 17-05-19** |
| 2.1 |  Relocation activities are developed | 2 days | Wed 08-05-19 | Thu 09-05-19 |
| 2.2 |  Development of Schedule | 3 days | Fri 10-05-19 | Tue 14-05-19 |
| 2.3 |  Project Plan is developed | 1 day | Wed 15-05-19 | Wed 15-05-19 |
| 2.4 |  Management plan is made | 2 days | Thu 16-05-19 | Fri 17-05-19 |
| 2.5 |  D2: Project Plan | 0 days | Fri 17-05-19 | Fri 17-05-19 |
| 2.6 |  M2: Project Plan Approval | 0 days | Fri 17-05-19 | Fri 17-05-19 |
| **3** |  **Third Phase** | **1.4 wks** | **Mon 20-05-19** | **Tue 28-05-19** |
| 3.1 |  Technology Development | 1 day | Mon 20-05-19 | Mon 20-05-19 |
| 3.2 |  Dismantling of structure | 1 day | Tue 21-05-19 | Tue 21-05-19 |
| 3.3 |  Facilities are removed | 2 days | Wed 22-05-19 | Thu 23-05-19 |
| 3.4 | Movable Objects are packed | 1 day | Fri 24-05-19 | Fri 24-05-19 |
| 3.5 |  Disposal of the immovable  | 1 day | Mon 27-05-19 | Mon 27-05-19 |
| 3.6 |  Paying of bills | 1 day | Tue 28-05-19 | Tue 28-05-19 |
| 3.7 |  D3: Vacated Office | 0 days | Tue 28-05-19 | Tue 28-05-19 |
| 3.8 |  M3: Shifting of office | 0 days | Tue 28-05-19 | Tue 28-05-19 |
| **4** |  **Fourth Phase** | **1.2 wks** | **Wed 29-05-19** | **Wed 05-06-19** |
| 4.1 |  Arrived at new location | 1 day | Wed 29-05-19 | Wed 29-05-19 |
| 4.2 |  Things are received | 1 day | Thu 30-05-19 | Thu 30-05-19 |
| 4.3 |  Development of infrastructure | 2 days | Fri 31-05-19 | Mon 03-06-19 |
| 4.4 |  Furniture and Fixtures are added | 1 day | Tue 04-06-19 | Tue 04-06-19 |
| 4.5 |  Installation of furniture and fixtures' | 1 day | Wed 05-06-19 | Wed 05-06-19 |
| 4.6 |  D4: New office facility | 0 days | Wed 05-06-19 | Wed 05-06-19 |
| 4.7 |  M4: Shifting to new office | 0 days | Wed 05-06-19 | Wed 05-06-19 |
| **5** |  **Fifth Phase** | **0.8 wks** | **Thu 06-06-19** | **Tue 11-06-19** |
| 5.1 |  Documentation of final reports | 2 days | Thu 06-06-19 | Fri 07-06-19 |
| 5.2 |  Documents are submitted | 1 day | Mon 10-06-19 | Mon 10-06-19 |
| 5.3 |  Review and Sign off | 1 day | Tue 11-06-19 | Tue 11-06-19 |
| 5.4 |  D5: Final Documents | 0 days | Tue 11-06-19 | Tue 11-06-19 |
| 5.5 |  M5: Project End | 0 days | Tue 11-06-19 | Tue 11-06-19 |

# 1.8 Initial Risk Identification

|  |  |  |
| --- | --- | --- |
| **Project (Potential) Risks**  | **Risk Owner** | **Contingency Plans** |
| Delay in completion | Planner | Time Management Plan |
| Human Mistakes | HR manager | Training and Development |
| Lack of Information | Project Owner | Authentic information sources must be addressed |
| Over Budget | Project Owner | Contingency Budget  |

# 1.9 Resources Required

|  |  |  |
| --- | --- | --- |
| Resource Name | Type | Standard Rate |
| Project Manager | Work | $98.00/hr |
| CIT Manager | Work | $88.00/hr |
| Admin Manager | Work | $78.00/hr |
| Contractor  | Work | $83.00/hr |
| Workers | Work | $68.00/hr |
| Planner | Work | $73.00/hr |
| Removal Cost | Material | $18,000.00 |
| Development Cost | Material | $32,000.00 |
| Outstanding Bill | Material | $8,546.00 |
| Installation Bills | Material | $15,350.00 |

# 1.10 Gantt chart



# 1.11 WBS



# 1.12 Initial Stakeholder Identification

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Interest in Project** | **Priority**(High/Medium/Low) |
| Client | The customer is useful for keeping up the quality and giving the fundamental quality components to the task | High |
| End users | The finishing of the venture and the utilization of the last work arrangement for facilitating the improved work advancement | Low |
| Investors | Picking up from the arrangement of the ventures and the development of the inventive arrangement of the offices | Medium |
| Project Manager | Finishing of the venture would empower the administration of the exercises advancement | Low |

# 1.13 Team Operating Principles

|  |  |
| --- | --- |
| **#** | **Team operating principle** |
| 1 | It is vital for separating the works dependent on the combination of the aptitudes and capabilities of the simple work arrangement improvement. |
| 2 | It turned out to be evident that the correspondence the board would be useful for guaranteeing the consummation of the works with the utilization of the creative data |
| 3 | The task timetable would be created with the continuation of the inventive data the board for the thought of the viable arrangement of works |

# 1.14 Lessons Learnt

|  |  |
| --- | --- |
| **#** | **Lesson** |
| **1** | I have had the capacity to comprehend the utilization of the venture the board devices and procedures for adjusting the advancement of the inventive data the executives |
| **2** | I have been able to use the risk management processes for enabling the continuation of the innovative information alignment for mitigating the risk factors |
| **3** | It turned out to be simple for building up the undertaking contract records with the proceeded with the board for suggesting works. |

# 1.15 Commitment

|  |  |  |
| --- | --- | --- |
| **Sponsor** | **Department / Organization** | **Signature** |
| **Heath Kim Lee** | **CEO** | **Heath Kim Lee** |
| **Project Manager** | **Department / Organization** | **Signature** |
| **<<name of the student>>** | **Branch Manager** | **<<name of the student>>** |
| **Core Team Members** | **Department/ Organization** | **Signature** |
| **Jonathan Jones** | **Sales Department** | **Jonathan Jones** |
| **Laurance Keith** | **Sales Department** | **Laurance Keith** |
| **Amanda Lee** | **Sales Department** | **Amanda Lee** |

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