|  |
| --- |
| **Completed Project Charter- Bathroom Renovation** |
| **Scope:** |
| * **What is the desired outcome, system, or product?**
 |
| * + Renovate bathroom
 |
| **Assumptions:** |
| * **What scope or boundaries are included?**
 |
| * + Renovate master bathroom and children’s bathroom
 |
| * + Demolish old shower and flooring down to subfloor
 |
| * + Uninstall toilet and vanity
 |
| * + Upgrade wiring and power outlets
 |
| * + Change light fixtures and sockets
 |
| * + Replace sink and plumbing
 |
| * + Install new toilet, shower pan, shower door, shower tile, plumbing fixtures
 |
| * + Lay new flooring
 |
| * + Install backsplash at sink
 |
| * + Install new vanity, fixtures, and mirror
 |
| * + Paint
 |
| * + Hang new curtains
 |
| * **What scope or boundaries are not included?**
 |
| * + The bathroom windows will not be replaced
 |
| * + The bathroom fans and doors will not be replaced
 |
| * **What requires further definition in discover phases?**
 |
| * + Final selections of vanities, flooring, tile, and hardware are needed
 |
| * + Contractor interviews
 |
| * **What regulatory or other requirements will be accomplished?**
 |
| * + Permits and inspections by city representatives as needed
 |
| * The homeowners and other stakeholders (their children) will temporarily live at their second house once the renovations begin
* Contractors will be paid a flat fee vs. an hourly rate
 |
| **Business Case:** |
| * **What value or benefit will the project create?**
 |
| * + Increase enjoyment of renovated space
	+ Increase home value by 5-7%
 |
| **Agreements:** |
| * **Key Stakeholders**
 |
| * + Homeowners
	+ Project Manager
	+ Contractors
 |
| * **Ultimate person accountable for the delivered project**
 |
| * + Project Manager
 |
| * **Cross-functional teams required and leads for each group**
 |
| * + Design consultant
	+ Plumbing
	+ Electrical
	+ Carpenter
	+ Inspectors
	+ Installers
 |
| * **Key Milestones**
 |
| * + Month 1-Develop design, project plan and select contractors
	+ Month 1-Order materials
	+ Month 2/3-Install equipment/flooring
	+ Month 3 Test/verify
	+ Month 3-Close out/pay contractors
 |
| * **Constraint Considerations:**
 |
| * + Time: 3 months
	+ Cost: $15,000 budget
	+ Scope: bathroom renovation
	+ Quality considerations: High quality equipment and services must be utilized
 |
| * **Other Constraints or Environmental Factors:**
 |
| * + Flooring needs to be replaced last
	+ Permits and inspections must be completed as required
 |
| * **Available Budget**
 |
| * + $15,000
 |
| **Approvals****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Client/SponsorProject Manager |