

PROJECT CHARTER

Project Name - Ryan's Backyard Deck Project

Project Description

The Ryan's Backyard Deck Project aims to enhance outdoor living space by constructing a spacious, durable, and aesthetically pleasing wooden deck in the backyard. This project will include foundation preparation, deck framing, material installation, railing, and finishing touches.

The purpose of this project is to increase outdoor functionality, improve property value, and provide a space for relaxation and entertainment. The existing backyard lacks a designated outdoor seating area, and this project will help create a comfortable and practical environment for leisure and social gatherings.

Project Objective & Deliverables

Objective: Construct a 12x16-foot backyard deck to improve outdoor space by June 30, 2025.

Deliverables:

- 1. Deck Foundation & Framing: Prepare ground, install concrete footings, and build a sturdy deck frame.*
 - o Measurement: Foundation must be level and framing must meet local building codes.*
 - o Timeline: Completed by February 28, 2025.*
 - 2. Decking & Railings Installation: Secure composite or pressure-treated wood planks and install safety railings.*
 - o Measurement: Planks secured properly and railings meet safety regulations.*
 - o Timeline: Completed by March 8, 2025.*
 - 3. Finishing Touches: Apply protective sealant, install lighting, and ensure overall quality.*
 - o Measurement: Deck is waterproofed and visually appealing.*
 - o Timeline: Completed by March 30, 2025.*
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Scope Requirements & Constraints

What will the project deliver?

- A fully constructed and treated backyard deck.*
- Weather-resistant materials to ensure durability.*
- Functional outdoor space for entertainment and relaxation.*

What will the project exclude and why?

- Built-in furniture or pergola: These will be considered future enhancements.*
- Landscaping work: The focus is solely on deck construction.*
- Electrical wiring for advanced lighting: Basic lighting will be installed.*

Key Stakeholders

Customer or Client	Ryan Talbot
Project Sponsor	Emilie Doris
Project Manager	Charlotte Josephin
Project team members	Carpenter, Mason, Supplier

Project Milestones

	Description	Date
Project Start	Start and Planning	2/25/2025
Milestone 1	Materials Purchase	2/27/2025
Milestone 2	Foundation and Framing Completion	2/28/2025
Milestone 3	Decking and Railing Installation	3/8/2025
Project Completion	Final Touches and Inspection	3/30/2025

Project Budget or Cost Benefit Analysis

Estimated Total Cost: **\$10,000**

Expense Category	Estimated Cost
Lumber & Materials	\$4,000
Fasteners & Hardware	\$1,500
Concrete for Footings	\$1,000
Labor (Carpenter & Mason)	\$3,000
Finishing Sealant & Stain	\$500

Project Risks

Project Risks	Identify any potential risks of this project
Risk #1	Weather Delays – Adjust Schedule based on forecasts
Risk #2	Permit Approval Delays – Submit Applications Early

Approval Signatures

Ryan Talbot
Customer or Client

Charlotte josephine
Project Manager

Emilie Doris
Project Sponsor

RESOURCE REQUIREMENTS

RESOURCE REQUIREMENTS

PROJECT DETAILS

PROJECT No:	MBDRP1
DATE:	2/10/2025
FULL PROJECT NAME:	My Backyard Deck
PROJECT MANAGER:	Charlotte Josephine
PROJECT SPONSOR:	Emilie Doris

ID	Type of Resource	Resource Details/Spec	Quantity	Location	Source
R001	Person	Project Manager	1	Onsite	Staff
R002	Person	General Labor	2	Onsite	Staff
R003	Person	Project Sponsor	1	Onsite	Staff
R004	Person	Designer - Smith	1	Offsite	Contractor
R005	Equipment	Post Hole Dig	1	Onsite	Rent
R006	Equipment	Tools - General	1	Onsite	Staff
R007	Supplies	Deck Wood Material	1	Offsite	Home Depot
R008	Supplies	Concrete	1	Onsite	Home Depot
R009	Supplies	Stain/Paint	1	Offsite	Home Depot
R010	Supplies	Fasteners	1	Onsite	Home Depot
R011	Approval	Building Permit	1	Offsite	Govt
R012	Location	Backyard	1	Onsite	Staff
R013	Location	Garage	1	Onsite	Staff

ASSUMPTIONS	COMMENTS
Responsible for overall project coordination.	Oversees timelines and budget compliance.
Required for physical tasks such as assembly and movement of materials.	Assist with repetitive tasks during construction.
Ensures alignment with project goals and stakeholder needs.	Available for major approvals and critical decision-making.
Prepares technical drawings and material specifications.	Provides expert recommendations on design feasibility.
Required for foundational digging tasks.	Ensure equipment is in good working condition prior to use.
Multiple tools for diverse construction tasks.	Inventory and confirm tool availability beforehand.
Key component for structural framing and flooring.	Verify quality and dimensions before purchase.
Needed for foundational work.	Ensure proper mixing and curing for strength.
Chosen for durability and aesthetics of the deck.	Should match the selected wood and environmental conditions.
Essential for joining structural elements securely.	Includes screws, brackets, and similar items.
Required before construction begins.	Submit all required documentation promptly for approval.
Space allocated for deck installation activities.	Ensure the area is cleared of debris and hazards prior to start.
Designated for storing tools and supplies securely.	Plan adequate space for equipment and materials to avoid delays.

DURATION	RISKS/MITIGATIONS
Entire project	Risk: Overlap of tasks. Mitigation: Use project management tools for scheduling.
20 days	Risk: Labor shortage. Mitigation: Use local contractors as backups.
Intermittent	Risk: Delayed approvals. Mitigation: Pre-schedule meetings for critical milestones.
4 days	Risk: Design changes. Mitigation: Lock designs before permitting.
4 days	Risk: Equipment failure. Mitigation: Rent from a backup supplier.
30 days	Risk: Tool damage. Mitigation: Perform pre-use inspections.
30 days	Risk: Material defects. Mitigation: Order extra material for contingencies.
12 days	Risk: Weather delays. Mitigation: Use covered storage and monitor weather forecast.
14 days	Risk: Incorrect color. Mitigation: Test stain on a sample before applying.
12 days	Risk: Shortage of fasteners. Mitigation: Purchase extras in advance.
3 days	Risk: Delays in processing. Mitigation: Follow up with the permitting office.
60 days	Risk: Site obstruction. Mitigation: Conduct a pre-construction site check.
60 days	Risk: Lack of storage space. Mitigation: Optimize garage layout for materials.

POWER GRID

Satisfy	
High Influence, Low Interest	
Local Government (Permit Office) Homeowners Association (HOA)	

Manage	
High Influence, High Interest	
Homeowner (Project Sponsor) General Contractor	

Monitor	
Low Influence, Low Interest	
None	

Inform	
Low Influence, High Interest	
Neighbors Subcontractors	

PRIORITY GRID

Stakeholder Designation	Name	Priority Grid	
		Power	Influence
Vendor	RT Contracting	High	High

Homeowner (Project Sponsor)	Ryan Tal	High	High
General Contractor	RT Contracting	High	High
	City Permit		
Local Government (Permit Office)	Office	High	Low
Subcontractors (Electricians, Plumbers, etc.)	Various	Medium	High
Neighbors	Local Residents	Low	High
Homeowners Association (HOA)	HOA Board	Medium	Medium

Risks

1. Won't install on time. 2. May try to increase price

- 1. Scope changes; 2. Budget concerns
- 1. Won't install on time; 2. May try to increase price
- 1. Delays in permit approvals
- 1. Material shortages; 2. Scheduling conflicts
- 1. Noise complaints; 2. Parking issues
- 1. HOA rule violations; 2. Possible fines

Strategy for managing risks

1. Clearly communicate schedule with 14 days advance notice. 2. Review quote prior to service.

- 1. Regular progress updates; 2. Define clear budget limits
- 1. Clearly communicate schedule with 14 days advance notice; 2. Review quote prior to service
- 1. Submit applications early; 2. Follow up regularly
- 1. Schedule work in advance; 2. Ensure availability of materials
- 1. Notify neighbors in advance; 2. Provide estimated schedule
- 1. Review HOA guidelines before starting; 2. Seek pre-approvals

Communication Preference	Communication Info
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Weekly Meetings & Email	Ryan@maill.com 111-222-4444,
Text & Email	JD@RTcontracting.com
Email & Phone	permits@city.gov , 555-333-4444
Email & Phone	Various
Letter & Informal Meetings	N/A
Email	joe@hoa.com

Communication Notes	Additional Notes
Text 14 days before installation to review schedule and quote	

Review progress weekly	Keep informed on all changes
Text 14 days before installation to review schedule and quote	Coordinate weekly with Homeowner
Notify homeowner if additional documentation is required	Contact only when necessary
Coordinate directly with General Contractor	Verify work quality
Provide at least one-week advance notice	Address concerns promptly
Provide project plan for approval	Ensure compliance with HOA rules