#### Project Charter

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| **Project Name: Ayazağa City Hospital** | | |
| **Prepared by: Gülru Ceren Özkoç, İlhami Selamet, Murat Can Ümit, Doğukan Tokelli, Ümit Akgeyik** | | |
| **Date: 29th Oct. 2013** | | |
| **Purpose/Business Need:** | *Istanbul is a city that have big traffic problems and very crowded. Also It has earthquake risks. So, Istanbul’s different areas absolutely needs big, has strength to earthquakes, technological, which are serves specific areas that full capacity hospitals . Sponsor firm demands profit making and when building will be completed, it going to go into operation, a project with government support.* | |
| **Product Description and Deliverables:** | 1. *Completing the architectural design of the hospital with has 5000 patients daily and 500 beds capacity which includes*    * *Service building (seven floors)*    * *Policlinic block(six floors)*    * *Executive building(six floors)* 2. *As soon as the building phase is done, for it can start serve to the public, executive and technical infrastructure needs should be considered in parallel to the project. In the scope of the construction operations, other parallel operations planning as*    * *Procurement of Service and Medical Equipments*    * *Development of Hospital Management System*    * *Employing The Hospital Stuff and Medical Personnel* 3. *Project should be done in 6 months and after acceptance of the project, in 2 and a half years the hospital has to be activated.* | |
| **Project Management:** | *While project is planning, Turkish Ministry of Health’s and Ministry of Public Works and Settlement’s rules will be obeyed, building materials which will be used at the building should be fit to Turkish Standards Institute.* | |
| **Assumptions,**    **Constraints,**  **Risks:** | 1. *Allocating the government credits concurrently with the project.* 2. *For supplementing to the hospital’s transportation needs will be constructed by Istanbul Municipality as parking areas, access roads, metro station before the hospital is activated.* 3. *It is expected that the IT project for hospital management will be completed before the hospital get operational as it is planned.* 4. *In controlling, fixing and delivering the medical equipments which will be ready to activation of the hospital by concerned firms.* 5. *In planned dates, the subcontractors’ jobs will be completed by them related the building.* 6. *At very lastly, the project will be started at 15th Nov. 2013 is assumed for this project.* 7. *The main goal of the project is that the completing it in time with no delays.When a problem occurs, precedences will be given to completing time. The completing time is that after the project’s starts is absolute 3 years.* 8. *The materials and equipments are obeyed in principles of the related ministries of the Turkish Government’s.* 9. *Istanbul is a city that an earthquake can happen in any time in any parts of the city, so earthquake is a risk because of project is almost about constructions.* 10. *In construction sites, fire from electrical breakdowns is a highly possible occasion, so fire management will be considered to avoid any fire issue.* 11. *The employees’ satisfaction from working in construction might be affected in negatively, so trade unions of construction employee can draw industrial accuse if it is happened because of the project’s completeness have to be in immediate finishing , new employee agents should be considered.* | |
| **Communication and Reporting:** | 1. *Troubles about expectations, invincible evolutions and abnormal occasions in risk areas will be briefed to related stakeholders and authorized opposite units with of sponsor declared criterias.* 2. *Also, according to agreed report format, a presentation about the projects’ last state will be presented by project manager at first Monday at every months.* | |
| **Change Management:** | 1. *The project includes construction, many various suppliers, IT system development and hospital executive operations, so that this project has a complex structure because of this complexity, there are no expectations that innovation based changes in charter of all these plans that technological and executive levels are aimed in project management term.* 2. *There will be a study by project management that if assumptions might have problems and the sponsor will want a change in project.* 3. *Sponsor will have a right if an occasion like in second change management statement, making the project changes applied by a special group out of project team. In this case,project manager will be the member of this study group for doing impact analysis on ythe project for making necessary change on management.* 4. *If there will be any changes, these changes will be applied in charter document and project will continue in this changes’ scopes.* | |
| Approval | *Project Manager: Gülru Ceren Özkoç* | *Sponsor: TOKI* |