**Project charter**

**‘MO Café’ Project Management**

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| **Project Name** | MO Café |
| **Project Sponsor** | Café Cut / king15@hotmail.com |
| **Project Manager** | Mohammed emad/ mo\_emad@hotmail.com |
| **Project Start Date** | **30/3/2021** |
| **Project finish Date** | **25/4/2022** |
| **Project Budget** | **25,000$** |

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| **Project Purpose and Business Objectives :** |
| Execute partial renovation of the existing Nature Café located at Assiut University Campus to create more friendly and welcoming environment.  Allocated budget for this project is 25,000$ and should be completed by May 2022. Existing interior design and patio lay outs will be updated. Furniture and appliances will be cleaned and refurbished. No major construction involved.  qualified contractors During this period, the PMO team will hire to renovate the coffee shop and use its own resources to manage and direct the process |

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| **Project Description / General Statement :** | | | |
| MO Café is a “space” which create a coffee culture and the “space” we create will allow us to do more with our lives. The space we rent has 1000 square feet with all the cooking and coffee equipment. We need to hire a contractor to design and renovate the space. The space will have 40 comfortable seats available. Pastry, sandwich and soup will be serving in the café. Our target audiences are business people in the area, students, teachers and other visitors. MO café will be reopened May 1, 2022. | | | |
| Milestones | Date |
| Project Start | March 30 |
| Prepare the Café for renovation | April 2 |
| Complete Minor Repairs of the wall | April 4 |
| Complete painting of walls | April 10 |
| Complete the floor | April 12 |
| Bring in interior designer | April 15 |
| Purchase furniture | April 18 |
| Install Shelves and Study Table | April 20 |
| Complete the Café Layout | April 23 |
| Sign off | April 24 |
| Open MO Cafe | April 25 |

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| **Key deliverables of the project :** | |
| **Deliverables** | * Meeting with project owner to submit detailed project charter. (assumption; our PMO team already won the renovation job) * Negotiation and discussion on the details to clarify the plan to the project owner. * Project charter / contract to be signed between two parties * Project owner to pay PMO team (as specified in the scope) * Make necessary changes as per project owner and repeat the a/m steps to get project owners signature on the project charter |

**Project Scope**

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| **Project Scope :** | |
| The MO Café Project involves renovation and restoration of the existing café located on Assiut University. MO vision is to turn this place into a more urban café to attract more RU students and passers by. The renovation will include minor repairing and painting of walls, refreshing the interior design and purchasing furniture to turn the café into a more urban environment. The project will start on December 1th and will finish on December 25th and the budget to complete the project is 25,000$ including 20% contingency. The Project Management Team will be hired to manage renovation and the actual work will be completed by the Contracting Company “EL-king”.  This renovation/restoration project will include the following activities: | |
| **In Scope**  (the scope of the project will include) | * Minor repairs of walls |
| * Paint all existing walls |
| * Paint the main entrance door |
| * Sand and lacquer the existing hardwood floor |
| * Update the existing interior design by creating a new layout |
| * Update the layout of the patio |
| **Out of Scope**  (the scope of the project will not include) | * Asphalting the path that leads to Café entrance |
| * Bathroom renovation |
| * Patio renovation and restoration |
| * Replacing tables and chairs |
| * Replacing equipment in the café |

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| **Project Deliverables :** | |
| **Major Deliverable** | **Description** |
| Initiation Submission of Project Charter | * Meeting with project owner to submit detailed project charter. (assumption; our PMO team already won the renovation job) * Negotiation and discussion on the details to clarify the plan to the project owner. * Project charter / contract to be signed between two parties * Project owner to pay PMO team (as specified in the scope) * Make necessary changes as per project owner and repeat the a/m steps to get project owners signature on the project charter |
| Planning (plan the work) PMO team to plan for dividing responsibilities among the team as per the scope and defined WBS (plan for time, cost and quality) | * Each division to get quotes and prices * Divisions to plan their job according to their allocated time and budget * Looking for qualified contractor |
| Execution (work the plan) Execute the renovation plan  (monitor execution, communicate with the customer, make necessary changes to plan if required) | * Each division to execute its part as per WBS, project scope and results from planning stage * Monitor preparation and construction job to make sure it follows time and budget * Ensure the customer is satisfied with the ongoing process and interim results of the project as well as the scope, time and cost achievements |
| Termination | * Perform close-out activities * Evaluate performance * Invite customer feedback * Close out any vendor contracts |

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| **Project Constraints :** |
| * The budget contingency is 20% * The project must be finished before May 1, 2022 to welcome new students for the spring/summer classes * The contracting company is available for 4 weeks during the window from March 30 to April 25, 2022 |
| **Project Assumptions :** |
| * The project will be completed on April 25, 2022 and reopen on April 25, 2022 * Contractors will start and finish on time all tasks scheduled to complete the renovation * There are no legal issues to deal with as there in change in ownership * The project will stay in the budget with the contingency of 20% * 20% of the total budget will be used to pay the project management team * Materials used for renovation/restoration will be selected based on 3 different quotes of standard materials available on the market |
| **Project Risks :** |
| * Project management team members drop the class; in this case project management tasks will be reallocated within the team * El-king company can go bankrupt * Overrun cost * Quality work provided by El-king is not acceptable |

**Work Breakdown Structure (WBS) for MO Café**

**MO Cafe**

* 100 MO Café
  + 100.1 Initiation
    - 100.1.1 Meeting
    - 100.1.2 Discussion
    - 100.1.3 contact
  + 100.2 Panning
    - 100.2.1 plan for time
    - 100.2.2 Cost
    - 100.2.3 Quality
    - 100.2.4 Budget preparation
  + 100.3 Execution
    - 100.3.1 Monitor execution
    - 100.3.2 Communication with customers
    - 100.3.3 Make necessary changes
  + 100.4 Terminate
    - 100.4.1 Close-out activities
    - 100.4.2 Evaluate performance
    - 100.4.3 Customer feedback
    - 100.4.4 Close-out any vendor contacts
  + 100.5 Milestones
    - 100.5.1 Project start
    - 100.5.2 Renovation
    - 100.5.3 Repairs of the wall
    - 100.5.4 Complete the floor
    - 100.5.5 Complete the café layout
    - 100.5.6 Sign off

**Responsibility Assignment Matrix**

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|  | Owner | Project Manager | Risk/Time Manager | Finances Manager | Communication Manager | | Quality  Manager | Procurement Manager | |
| Requirement Gathering | I | A | R | I |  | | I | A | |
| Managing Project Deliverables | A | A/R | C | I |  | | I | A | |
| Quality monitoring | I | A | A/R | I |  | | A | R | |
| Time Schedule | I | A | A | C | C | | C | C | |
| Project Budget | R | R/A | I | A | I | | I | I | |
| Risk Assess | C | A | A | C | |  |  | |  |
| Stakeholder communication | C | A/R | C | C | | R/A | C | |  |

A = Accountable

R = Responsible

C = Consulted

I = Informed

**Project Network**

Diagram, engineering drawing

Description automatically generated