

# PROJECT CHARTER

## Project Name: **Mohamed's Family Accommodation**

### Project Description

*the purpose of this project is to find the proper apartment within a specific budget and requirements to a family with 5 members and to prepare the objects and furniture needed to accommodate the family smoothly within bounded time fitting the parents working schedule and children school time.*

### Project Objective & Deliverables

- 1- selecting the proper apartment meets family" Stakeholders" requirements.
- 2-selecting the best price from apartments that match the family requirements.
- 3- preparing a list of furniture and objects needed by the family within the specified budget.
- 4- executing the project with the time specified by the family.

### Scope Requirements & Constraints

*the project is concerned with busy families such that they do not have time to arrange the accommodation processes to a new apartment. Parents are busy in their work as they are in a continuous travel, children are not able to make the final decision, but they are highly involved as they need many objects to support them for the ability to execute their homework's in the new apartment easily and smoothly with respect to parents specified budget and quality of the objects needed to be bought from the market.*

*If the project is succussed to meet the stakeholders requirements within the limits and budget, the project manger and his team will start new businesses to be specialized in executing future projects of busy families accommodation to a new apartment.*

### Key Stakeholders

Customer or Client	Mohamed's Family
Project Sponsor	Al-Rasheed Families Accommodation Solutions & Consultancy
Project Manager	Laith Rasheed "me" (Project Engineer)
Project team members	1 representative person for buying objects, 1 cost estimator person, 1 supply chain person for logistics, 1 foreman for supervision of execution, and finally 1 QA/QC person for preparing formal documents to be signed and approved by the family.

## Project Milestones

	Description	Date DD/MM/YYYY
Project Start	Confirmation on family requirements	01/09/2022
Milestone 1	Finding the apartment and get approvals from the	03/09/2022
Milestone 2	Confirmation of the quantities orders from suppliers as per the prepared list of objects needed.	08/09/2022
Milestone 3	Completion of delivery objects of the apartment	15/09/2022
Project Completion	Handover the apartment to the family after getting their satisfaction and approvals.	29/09/2022

## Project Budget or Cost Benefit Analysis

*with respect to prices in Kingdom of Saudi Arabia ( KSA) initial budget as per the following:*

- 1- the family need to move to a department within range 250,000-300,000 SAR within a range of total area 140-160 SQM.*
- 2- The family need standard objects of house needs like; bed rooms, living room furniture, dinning room, Smart TV, washing machines, Kitchen furniture, and more... (list need to be prepared precisely by the family). All of this within an initial budget of 100,000 to 130,000 SAR.*
- 3- Finally, the service provided by office to manage this project will cost the family 20% of the total cost.*

## Project Risks

Project Risks	Identify any potential risks of this project
Risk #1	<i>Price increasing suddenly due to world situation</i>
Risk #2	<i>Availability of the family objects to be in local</i>
Risk #3	<i>Delivering objects by the suppliers on the</i>
Risk #4	<i>Satisfying the family with provided service.</i>

## Approval Signatures

Mohammed Al-Sheikh

Eng. Laith Rasheed

Al-Rasheed Consultancy and  
Accommodation Solutions

\_\_\_\_\_  
Customer or Client

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Project Sponsor

# POWER INTEREST GRID

Satisfy
High Influence, Low Interest
<p>the children "Mohamed's son"</p> <p>the children "Mohamed's daughter"</p>

Monitor
Low Influence, Low Interest
<p>Suppliers of imported items</p> <p>suppliers of local items</p>

Manage
High Influence, High Interest
<p>the Father " Mohamed"</p> <p>the Mother "Mohamed's Wife"</p>

Inform
Low Influence, High Interest
<p>the children "Mohamed's son &amp; daughter"</p> <p>the Mother "Mohamed's wife"</p> <p>third party team</p>

**STAKEHOLDER REGISTER**

## Stakeholder Register

Stakeholder Designation	Name	Priority Grid		Risks	Strategy for managing risks	Communication Preference	Communication Info	Communication Notes	Additional Notes
		Power	Influence						
Family member	Mohamed	High	High	1. not easy to satisfy. 2. cost oriented mentality. 3.must meet specified standards	1. Always get signed approvals. 2-get (3) quotations for same item. 3.periodic searching for other suppliers	Video call via ZOOM	+966-547666274 m.sheik@gmail.com	Daily meeting at 13:00	need to be satisfied with quality of itmes and without exceeding the cost limits.
Family member	Mohamed's wife	High	High	1. not easy to satisfy. 2. cost oriented mentality. 3.must meet specified standards	1. Always get signed approvals. 2-get (3) quotations for same item. 3.periodic searching for other suppliers	Video call via ZOOM	+966-547666275 s.sheik@gmail.com	Daily meeting at 13:00	need to be satisfied with quality of itmes and without exceeding the cost limits.
Family member	Mohamed's Son	High	Low	1.Must meet specified standards	1-finding the proper supplier	Video call via ZOOM	+966-547666276 k.sheik@gmail.com	Weekly meeting-Friday at15:00	preparing the boys room with respect to items orderd by the son
Family member	Mohamed's daughter	High	Low	1.Must meet specified standards	1-finding the proper supplier	Video call via ZOOM	+966-547666277 j.sheik@gmail.com	Weekly meeting-Friday at15:00	preparing the girls room with respect to items orderd by the daughter
Distributer	Import distributor of the home items	Low	Low	1.Availabilty of stock. 2.price change due to variable surcharge 3-delivery time may delay.	1. ordering all items needed in one order. 2.negotiate <u>net</u> price. 3.apply penalties for late as per the contract.	E-mail and meeting via MS TEAMS	+002-1684357154 export@viohalcogroup.com	send mail for details of each order placed have a meeting weekly for following up of the order status	
Distributer	local distributor of the home items	Low	Low	1.Availability of local items. 2.price change due to local currency VS. Dollar	1. ordering all items needed in one order. 2.negotiate to pay by Dollars.	E-mail and local phone calls if needed	+966-549444159 saudi@salmangroup.com	send mail for details of each order placed phone call made when needed	keep following by sending daily our representitative to ensure details of the order are understood clearly

# RESOURCE REQUIREMENTS



## RESOURCE REQUIREMENTS

ID	TYPE OF RESOURCE	RESOURCE DETAILS/SPEC	QUANTITY	LOCATION	SOURCE	ASSUMPTIONS	COMMENTS
R001	Person	Project Manager	1	Onsite	Staff	Laith Rasheed is the PM for the whole period	PM to manage project
R002	Person	General Labor	5	Onsite	Staff	Labor available daily(6 working days) to implement daily basis apartment works	5 people daily for 4 working hours (6 working days)
R003	Person	Project Sponsor	1	Onsite	Staff	GM is needed for approvals	Approve Invoices, docs, accreditations, etc....
R004	Equipment	General MEP kit	1	Onsite	Asset	the kit is an asset for Al-Rasheed Company	Daily check the tools as per the list
R005	Equipment	Trucks	2	Onsite	Asset	managed to transport items for daily basis	need proper supply chain management
R006	Supplies	export items	1	Offsite	Staff	as per orders by PM	all orders to be approved by the client
R007	Supplies	local items	1	Onsite	Staff	Assume local availability.	all orders to be approved by the client
R010	Location	Mohamed's new house	1	Onsite	Staff	assume all works to be done inside the house	location is ready for implementing daily basis
R011	Location	Warehouse	1	Offsite	Staff	for exported items , trucks will ship it based on the plan placed during exception	local items will be stored if needed

# DEFINITIONS

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### PROJECT MANAGER

The person with responsibility for managing and delivering the project. They will own this log, but may not be the person maintaining it.

### PROJECT ID

The project number is assigned by the PMO (Project Management Office) once the project is approved for funding.

### PROJECT SPONSOR

The person with ultimate accountability for the project. They will hold the purse strings.

### PROJECT TITLE

The name of the project, this should align with the name given on other project documents (rather than being a nickname).

### RESOURCE ID

Give each resource requirement a unique identifier or reference so that it can be easily traced.

### TYPE OF RESOURCE

Enter the type of the resource. For example, a person, machine, hardware or software, equipment, material, supplies and locations.

### RESOURCE DETAILS/SPEC

Give the details of the resource required. Include product spec or skill set. Whatever is need to cost and source the resource.

### QUANTITY

Give the number you will need to complete the project.

### LOCATION

Enter the location of the resource, that might be an address, or whether the resource will work on or offsite.

### SOURCE

Note where the resource will come from. For example, rental, contractor, member of staff.

### ASSUMPTIONS

Include any assumptions that you have made about the resource. For example that they/it will be available.

### COMMENTS

You can enter any extra notes about the resource here.