

Project Charter

Mini Stadium Of Changlun

Zill Management

PROJECT INFORMATION			
Sponsor Name & Title	Zill Qayyim, Zill Management and Sponsors		
Sponsor Contact Information	011-39110533		
Project Manager Name	Ieman Hishamudin		
Project Manager Contact Information	016-5865350		
Project Charter Version	Version	Date	Comments
	1.0	15/05/2022	Ieman Hishamudin – Initial Creation

# PROJECT CHARTER: MINI STADIUM OF CHANGLUN

PROJECT NAME:	Mini Stadium of Changlun
DEPARTMENT/UNIT:	Department or Unit Sponsoring Project
PREPARED BY:	Ieman Hishamudin

<b>REVIEW &amp; APPROVAL</b> <i>(The Project Sponsor's signature indicates approval of the Project Charter and acceptance of the Sponsor's responsibilities identified in the Project Charter. The Project Sponsor's signature also authorizes the Project Manager and Team to use the identified resources to proceed with the detailed planning and execution of the project, using this charter as guide.)</i>		
Project Sponsor(s) Name	Signature	Date
Zill Qayyim	<i>ZILL QAYYIM</i>	06/06/2022

<b>PURPOSE &amp; GOALS</b>
<p>The purpose of this project is to develop a good quality mini stadium for people of Changlun. This stadium will contain all the necessary facilities and be developed in a manner that meets the stakeholder qualifications. Such an establishment will provide people of Changlun with better opportunities and motivate them to be healthier and more productive. Additionally, since Universiti Utara Malaysia (UUM) are close with Changlun and schools, this will encourages the youths to involves with the sports and healthy life style.</p>

<b>SCOPE</b>
<p>This project will begin on 01/07/2022 and end on 27/01/2025. This project will deliver a 60,000 square feet mini stadium that can host football club games, practices, family events and various events for the communities. The stadium will provide facilities like football field, sport track, big LED screen, spotlight, parking space, toilets and also mini gymnasiums.</p>

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MEASURES OF SUCCESS				
#	Description of the Measure of Success	How Measured	Deadline to Achieve the Measure of Success	
1	The project team's performance	All the project team take the responsibilities	01/07/2022	
2	The project team's budget	Measured the financial and predict the budget precisely.	01/07/2022	
3	Completion timeline	Complete all the tasks on time and monitor the labor's work performance.	17/01/2025	

PROJECT CONSTRAINTS & ASSUMPTIONS	
#	Description
1	Have an available resource
2	All the equipment is in a good condition
3	If we build the stadium, the people of Changlun will use it wisely.

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FINANCE DESCRIPTION					
Project Expenses	Expense Description		Amount		Timing of Expense
	Planning and design		RM 300,000.00		01/07/2022
	Materials and labor supplies		RM 900,000.00		26/11/2023
	Site construction requirements		RM 2,500000.00		26/11/2024
	Site Sewage and Drainage System		RM 20,000.00		15/12/2024
	Pre and post construction monitoring and inspections		RM 300,000.00		20/01/2025
	Transportation and Machinery		RM 20,000.00		26/11/2023
	Administration Staff Coordination and Commissioning (5 %)		RM 6,000.00		01/02/2025
	Project Contingency		RM 25,000.00		01/02/2025
	Project Manager		RM 27,000.00		01/02/2025
Total Project Cost			RM 4,098000.00		
Revenue and Saving Goals					
Revenue	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	
	Rent Revenue (Equipment)	Dividend Revenue	Tax Revenue	Interest Revenue	
	RM 5,000.00	RM 2,200.00	RM 1,800.00	RM 500.00	
Annual Operating Expenses & Lifetime (Post Implementation)					
Annual Operating Expenses	Expense Description		Amount		Funding Source
	Maintenance		RM 5,000.00		Online banking
	Water		RM 3,000.00		Online banking
	Electricity		RM 8,000.00		Online banking
Total Annual Operating Expenses			RM 16,000.00		
Estimated Operating Lifetime				4 years	

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PROJECT MILESTONES & DELIVERABLES		
Milestone	Deliverables	Date
Meet individually with each Zill's Management project manager	-Understand the goals of the project. -Document the potential impact -Determine how to utilize the understanding about the construction process, consulting engagements.	13/05/2022
Meet individually with the director of Zill Management	-Approval of the project. -Divide the project into tasks and subtasks.	06/06/2022
Securing finance, equipment or resources	-Financial statements.	26/06/2022
Completing critical tasks	-Document progress. -Methodology for construction process. Identify lessons learned.	29/06/2022
Reaching project goals and objectives	-Revise charter. -Identify lessons learned. -Develop a recommendation to project sponsors or termination of the project.	01/07/2022

HIGH-LEVEL RISKS		
#	Risk Description	Risk Management Strategy
1	Performance and communication risk	-Make a meeting to identify the issue or problems of staffs faced during construction. -Management supports.
2	Health and safety risk	-Ensure all the staffs and labor to wear safety equipment, follow the safety instructions and provide the safety insurance.

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Description of the Communication Activity	Meeting Participants & Document Recipients	Frequency of Communication Activity	Person Responsible for the Communication Activity	Distribution Method
Project Team Meetings	Project Team	Weekly	Project Manager	Meeting notes distributed via the team's email list.
Sponsor Meetings	Sponsor and Project Manager	Monthly	Project Manager	Meeting notes emailed to the Sponsor.
Suppliers Meetings	Suppliers and Project Manager	Monthly	Project Manager	Meeting emailed to the Suppliers.
Project Status Report	Sponsor, Project Team, and Project Manager	Monthly	Project Manager	Reports distributed via email using the project team's mailing list and the Sponsor's email address
Project Planning Document Including the Charter, Schedule, Finance, Risk Register, and Risk Plan	Sponsor & Project Team	As Needed	Project Manager	Notification of document creation and updates emailed to the project team

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## APPENDIX A - PROJECT ROLES & RESPONSIBILITIES

<b>PROJECT SPONSOR:</b>	
<b>RESPONSIBILITIES</b> include setting the vision and strategic direction, approving the project charter and plan; securing resources for the project; confirming the project’s goals and objectives; keeping abreast of major project activities	
<b>NAME</b>	Zill Qayyim

<b>PROJECT MANAGER:</b> Leads the team in planning and implementing the project from initiation to closure.	
<b>RESPONSIBILITIES</b> include scope and change management, keeping the project plan current (deliverables, schedule, and resources), issue and risk management, maintaining project documents, reporting project status, and facilitating conflict resolutions within the project and between cross-functional teams	
<b>NAME</b>	Ieman Hishamudin

<b>Proposed Project Steering Committee:</b> includes key stakeholders and subject matter experts.	
<b>RESPONSIBILITIES</b> include providing guidance on key issues.	
<b>NAME</b>	Majlis Perbandaran Kubang Pasu

<b>PROJECT TEAM MEMBERS</b>			
<b>RESPONSIBILITIES</b> include <ul style="list-style-type: none"><li>Understanding the work to be completed, completing the research, data gathering, analysis, and documentation,</li><li>Informing the project manager and team members of issues, scope changes, risks, and quality concerns, and</li><li>Proactively communicate status and manage expectations.</li></ul>			
<b>NAME</b>	Ieman Hishamudin	<b>ROLE</b>	Project Manager
<b>NAME</b>	Zill Qayyim	<b>ROLE</b>	Director and Functional Sponsor
<b>NAME</b>	Afiq Shazwan	<b>ROLE</b>	Change Manager and organizational consultant
<b>NAME</b>	Nurmiza Farzana	<b>ROLE</b>	HR data analyst
<b>NAME</b>	Chong Chee Liu	<b>ROLE</b>	Safety Manager