

# Project Charter Template

## Residential New Build – Construction Project Management

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### Project Overview

#### Project Title:

Residential New Build – 2-Storey, 3-Bedroom Dwelling (UK)

#### Project Duration:

20 weeks

#### Project Budget:

£450,000

#### Project Manager:

Assistant / Graduate Construction Project Manager

#### Client:

Private Residential Client

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### Project Purpose and Objectives

#### Project Purpose

The purpose of this project is to plan, coordinate, and manage the delivery of a residential new build project from pre-construction through to handover, ensuring the project is completed safely, on time, within budget, and to the required quality standards.

## Project Objectives

- Deliver the project within the agreed 20-week programme
  - Maintain control of project costs within the £450,000 budget
  - Ensure compliance with UK Building Regulations and Health & Safety requirements
  - Coordinate subcontractors and site activities effectively
  - Achieve practical completion with minimal defects
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## Project Scope

### In Scope

- Site setup and welfare facilities
- Groundworks and foundations
- Superstructure and roofing
- Installation of windows and external doors
- Mechanical, Electrical and Plumbing (MEP) works
- Internal finishes and fit-out

- External works and basic landscaping
- Snagging, inspections, and final handover

### Out of Scope

- Loft conversion or future extensions
  - High-end smart home installations
  - Swimming pool or specialist landscaping works
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### Key Stakeholders

Stakeholder	Role / Stakeholder
Client	Project approval and decision making
Main Contractor	Overall delivery of construction work
Site Management	Day-to-day site supervision
Subcontractors	Trade-Specific works
Building Control	Statutory inspections and approvals
Neighbours	Impacted by site activities

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## Assumptions & Constraints

### Assumptions

- Standard site working hours apply
- Materials are available within normal lead times
- Inspections are booked and approved without significant delay

### Constraints

- Restricted site access
  - Close proximity to residential neighbours
  - Weather-related delays
  - Long-lead procurement items these includes (windows and kitchen units)
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### Key Risks (High Level)

Risk	Impact	Mitigation
Adverse weather	Programme delays	Float allowance and resequencing
Long-lead items	Programme slippage	Early procurement
Labour shortage	Reduced productivity	Approved subcontractor list

Neighbour complaints	Work disruption	Clear communication and site controls
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## Roles and Responsibilities

Role	Responsibility
Project Manager	Planning, Coordinating, Reporting
Site Manager	Site supervision and safety
QS / Cost Control	Cost Monitoring and Payments
Subcontractors	Delivery of trade works
Client	Approvals and key decisions

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## Communication and Reporting

- Weekly site progress reports
- Regular client updates
- Site meetings as required

- Immediate escalation of H&S or programme risks
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## Success Criteria

The project will be considered successful when:

- Practical Completion is achieved by Week 20
  - Final cost does not exceed £450,000
  - All statutory inspections are approved
  - Defects are recorded, managed, and handed over to the client
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## Approval

**Prepared by:**

Assistant / Graduate Construction Project Manager

**Date:**

07.02.2026

**Approved by:**

Client / Main Contractor Representative

**Signature:**

SZILARD GRIGA