

Project Charter



University of British Columbia

Project Services | Infrastructure Development

1100 - 2329 West Mall, Vancouver, BC V6T 1Z4

Project Number:

Location (Building and Room/Address):

Project Name:

Please refer to Attachment A for a list of the key contact's responsibilities.

SECTION A: Contact Information

1. Project Contacts:

Key Contact:

Name:
Position:
Faculty/Department:
Telephone:
Email:

Project Sponsor:

Name:
Position:
Faculty/Department:
Telephone:
Email:

2. Project Manager (UBC Project Services)

Name:
Position:
Faculty/Department:
Telephone:
Email:

SECTION B: Project Requirements

Scope:

--

Assumptions:

--

Constraints and Risks:

--

Budget Upset (Client nominated pre-estimate):

--

Project Completion/Occupancy Required by:

--

Schedule Constraints:

--

SECTION C: Agreement

1. I agree that the above items have been discussed and agreed to.
2. I understand that the initial estimate cannot be issued until this document has been signed.
3. I understand my roles and responsibilities during this project.
4. I understand that this document cannot be modified once signed. Any scope changes shall be documented as attachments to the original charter using a Budget Amendment Form.

	Name	Position	Signature	Date
Project Manager:				
Project Contact				



Attachment A

PROJECT ROLES AND RESPONSIBILITIES: Who is responsible for what during the project?

The Project Lead Team

You are a member of the Project Lead Team.

This team is comprised of four key members who will be involved throughout the project:

- **You, the Project Sponsor and our Client** – represent, and approve project decisions on behalf of, the **UBC unit, department or faculty** for which work has been requested.
- **Project Manager (PM)** – manages the project from initiation to completion, oversees the Project Lead Team, and monitors and controls the project budget and schedule (**UBC Project Services**).
- **Consultant** – creates the site design plans, provides design expertise, particularly during the planning and design phases but throughout the project and reviews and ensures plans adhere with regulations. This role is **appointed to the relevant qualified specialist (such as an architect or engineer)**.
- **Contractor** – the contracted expert who leads the construction of your project. They manage the construction process and ensure that the design, regulatory, site safety and other quality requirements are met. This role is **contracted out to a construction company through a tendering process**. A competitive bidding process ensures you receive the most qualified contractor for the job.



Project Initiation Communication Questions to be resolved between PM and FM

1. Who are the Stakeholders?
 - a. Who are the customers?
 - b. Who occupies the effected sites?
 - c. Who is in close proximity to the effected sites?
 - d. Are any sensitive occupants going to be affected (ie animal care, president's office)
 - e. Who are the stakeholders that aren't customers (i.e. IT rooms affected, classroom services)
2. Will the project affect just one building, or multiple?
3. What's the impact of the project (low/med/high – criteria to be developed for these)
4. If the project is just in a part of the building, what's the communication strategy to the rest of the
5. Who is the customer contact for this project PM or FM?
6. What needs to be communicated (Project Impact, Timelines, Purpose, Status etc)
7. How much time before the project begins does notification need to occur?
8. What is the role of the site contractor(s) in communication? (having contractors integrated into the day to day communication with impacted parties generally leads to better outcomes)
9. How often will status be provided
10. What format should status be provided (Report, mtgs etc.)
11. How will hand-over to Building Operations communication be handled? i.e. system familiarity, training etc.
 - a. Who is responsible for this communication?
 - b. How can the FM assist facilitating this communication into Building Operations
12. Is there any Building Ops work
13. How is the FM needed to support communication
14. Are there any other construction projects (internal or external forces) currently taking place in the building? (This will also help us to address the "prime contractor" issue for Risk Management purposes)
15. What other projects are in the feasibility or planning stages, that may impact stakeholders?