Project Charter and Stakeholder Identification

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[Date]

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**Project Charter**

**Project Title**

The Office Relocation Project

**Brief Description**

The XYZ company has recently decided to move the office to an entirely new location where it will be easy to access as compared to its old location. Previously the office of the company was on a 2nd floor of a congested building where it was hard for the customers to visit. They also wanted to expand their operations as they formed a new department where technical training will be provided to the new employees. This is the reason why this project is initiated and Mr. John is given the responsibility to lead the project team and perform the project successfully. This project will be very helpful to enhance the productivity of the employees and improve the performance of the company (Attwood, 1996).

**Background**

The idea of this project was proposed by Mr. Stewart who is the current Managing Director of the currently. From the past few months the organization was facing multiple issues related to the accessibility of procurements, unavailability of clients because of location and no separate area for training (Harrison & Lock, 2017). Due to this reason, the top management conducted many meetings and in the end decided to shift to a better commercial place with the relocation of entire office. Immediately with no time wasted, Mr. John was assigned the role of project manager for this project which should take least time required.

**Project Goals**

Following are the goals that must be met with the completion of the Office relocation project.

* The foremost goal is to associate all the departments of the XYZ’s company at one commercial place by shifting the I.T department, Administration department, HR department and the Logistics department to one place.
* To introduce a proper and separate training room for the newly hired employees in the new locality.
* To manage the tasks and activities of the relocation and shifting effectively within the time frame provided to the project team.
* To maintain a balance in the virtual move and physical move of the office without affecting the office work and performance of the company.
* To apply the appropriate and reasonable costs to the movement of the office e.g. cost of transportation, painting cost, interior management cost and carpeting cost etc.
* To explore the potential risks and address them in an effective way.

**Project Scope**

For the Office relocation project, detailed planning and effective management is needed to shift all the departments of XYZ Company into one building in a way that it does not affect the performance of the ongoing operations in the company. To ensure that the new location for the office is more appropriate and well-organized having enough room for changes in the future. The new office must be well-structured with proper setup for different departments and should be entirely furnished and carpeted.

**Project Limitations/Constraints**

There are certain limitations and constraints that are linked with the execution of this project. These constraints consist of the time management issues as the working environment and operations cannot be withhold for a much longer period of time in the process of office movement. Another limitation includes the costs involved with the whole movement process including transportation, carpeting and painting of the new office (Behren,Puhe & Chlond, 2018). There are chances of some other costs included that might be experienced later once the project gets started. Reliability and availability of contractors might also become a hurdle in the completion of the project successfully (Husnain, 1980). Risks are also involved in the successful movement of all the office supplies and heavy machinery and equipment without damaging them and accommodating them in the new place.

**List of activities involved in Project**

Following are the brief details of the activities that will take place in this project.

1. Proper planning
2. Exploring new site for relocation
3. Design the structure for the new site
4. Assessing the site in relation to the design and capacity
5. Discussion with consultants
6. Project Team building
7. Approaching Contractors and Vendors
8. Communicating with departments
9. Fixing wiring and basic utilities in the new place
10. Painting
11. Carpeting and Furnishing
12. Packing equipment in old site
13. Movement of machinery and equipment
14. Clean up of old office
15. Unpacking
16. Organization and setup
17. Arranging training room in new office
18. Purchasing furniture for training room
19. Setting the interior
20. Informing the stakeholders

**Project Milestones**

The office relocation consists of certain key milestones which are mentioned below.

* *First milestone*

The first milestone will be achieved when the contractors for movement, painting and carpeting will be hired as this task is a bit difficult as compared to other activities. Once this millstone is achieved, it will become easy to follow the other activities and will officially begin the process of office relocation.

* *Second Milestone*

Second Milestone includes the essential I.T utilities and services in the new office. Basic wiring will be done there so that the I.T department of the company do not face any problem in operating there after the movement.

* *Third Milestone*

After the wiring procedure, painting of the new office and carpeting will be done and space will be managed for all the departments including the new room for training. This milestone will allow the office to shift.

* *Fourth Milestone*

All the office equipment, machinery and supplies will be moved to the new location of the office.

* *Fifth Milestone*

Office location is complete.

**Project Team**

Mr. John will undertake this project by leading with a team of for members.

* *Project Manager:*Mr. John
* *Project Team members:* Stephanie White, Helen Collins, Tony Welch, Emma Tse,

**Project Key Stakeholders**

The key stakeholders in this office relocation project are the following entities.

* Top Management
* Employees
* Project Team
* Vendors/Contractors
* Consultants
* Customers

The top management includes the Managing Director, Chief Executive and General Manager of the XYZ company. Employees are also the concerned stakeholders in the project as they are the integral part of the company that represents different departments of the company which are to be moved (Rolfo, 2018). Contractors and Vendors are the external stakeholders without whom the project will not be completed. Project Team are one of the key stakeholders as they need to be informed on every step to execute the project. Consultants say is also important in the project and customers’ needs to be informed too.

**Project Budget**

The project will comprise of different costs linked with every step and phase of the project. As the XYZ has around 150 employees therefore the cost charged for each computer system movement is $200 per employee. Their cabins are also included with additional boxes that are 80 in number for office equipment which needs to be shifted carefully. The painters and vendors hired for the cost of $12 per hour for the service and the cost of the paints are $300. Carrier Trucks will be hired for the movement and transportation for $1200. The interior will be organized and managed in the new office along with the wiring for the cost of $800.The furniture comprises of 160 chairs, 50 tables, 5 conference tables, 50 conference chairs and 5 projectors. So, the total estimated cost of the entire project will become $4000. The budget of $4,500 will be given to project team bear the costs within this budget as the $500 are extra, this amount be reserved for the additional charges to buy more furniture if needed.

**Stakeholder Analysis**

Below is the Stakeholder Analysis formed for the identification and understanding the key stakeholders of this project.

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| --- | --- | --- | --- | --- |
| **Name of Stakeholder**  | **Contribution**  | **Role and Responsibilities**  | **Impact**  | **Strategy for Engagement** |
| **Top Management**  | * Initiated Project
* Hiring authority
* Hires project team
* Approval
 | * Decision Making
* Consulting with other stakeholders
* Approving important changes
 | Very High | Monthly round table meetings, weekly status reports and important phone calls |
| **Employees** | * Preparation in movement
* Corporation and coordination
* Assessment of project
 | * Following instructions from top management
* Monitor the activities
* Assist in relocation
 | Moderate | Weekly meetings, official emails, official calls and feedback |
| **Project Team** | * Lead the project
* Planning, managing and controlling
 | * Monitor and control the scope of project
* Make sure the goals meet
* Perform the activities of the project
 | High | Daily stand up meetings, weekly meetings, official phone calls, feedback, prepare weekly status reports |
| **Vendors/Contractors** | * Provision of required resources needed for the project
* Perform tasks they are paid for.
* Handles movement through transportation, painting and carpeting.
 | * Reporting to project team
* Implementation of required activities
* Providing services
 | High | Meetings, calls and visits |
| **Consultants** | * Informing issues to top management regarding the project
* Approving vendors and contractors
* Monitoring project
* Consulting effective strategies
 | * Provide information
* Facilitate the project team
* Assistance in Project
* Guiding top management
 | Moderate | Round table conferences on weekly basis, official emails, daily coordination |
| **Customers** | * No contribution in project process
* Customer feedback
 | * Contact employees regarding any complaints
 | Moderate | On phone calls and emails, visits |

**Examples of Failed Projects due to Stakeholder Issues**

1. **Sony Betamax**

The reason for the failure was the lack of stakeholders follow up after the launch of the product.

1. **New Coke**

They failed to properly engage the customers in their project. Customers are the key stakeholders of any project and they were unable to assess customer requirements.

1. **Apple Lisa**

This project failed due to lack of transparency from the stakeholders’ side.

**References**

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