

Project Charter
Backyard Privacy Fence
By Frank James, Project Manger, Acme Fence Company
March 1, 2010

Project Description

This project involves building a wooden, backyard privacy fence for the residence at 115 Tallow Wood Drive, Harvest, AL 35749. Bill Carswell owns the home and the fence is being built for two reasons: Create privacy from his neighbors and prevent animals from coming into the yard and eating plants in his garden.

It is assumed that the lot is suitable for standard fence installation equipment (i.e. the ground is not too hard or soft for fence posts). This is not a credible enough issue to carry as a risk and will be identified by the installation team if it becomes a problem. Additional equipment or supplies can be brought to the site if necessary.

A constraint is Mr. Carswell's travel schedule. He leaves on April 1 I for the Middle East and will be gone one month. This is addressed in Risk 2 below.

Stakeholders

Stakeholders			
Name/Position	Power/Interest Category	Primary Role (funding/user/deliverable etc...)	What information do they need/when
Bill Carswell, Homeowner	Manage Closely	Paying for the fence	Update when fence will be installed and completed
Acme Fence Company	Keep Informed	Profit Center	Report at end of project
113 Tallow Wood Drive owner	Monitor	Property Line/ Potential Customer	Contact verbally if seen outside
117 Tallow Wood Drive owner	Monitor	Property Line / Potential Customer	Contact verbally if seen outside
118 Brushwood Drive owner	Monitor	Property Line / Potential Customer	Contact verbally if seen outside

Scope

1. The fence shall be a standard, 6'-tall wooden privacy fence common in the area
2. The fence posts shall have the carved pear-shaped pointed tops
3. The fence shall have arched tops between the posts
4. There shall be two gates, one for vehicles and one for people only
5. The vehicle gate will be to the left of the house, as viewed from the road
6. The people gate will be to the right of the house

7. The fence structure shall be laterally reinforced with three cross beams between fence posts rather than two
8. The fence shall stop three feet from the neighboring property lines to enable access for staining, painting and lawn care

Schedule

The fence needs to be completed before April 1, when Mr. Carswell leaves the country for a month.

Resources

The salesman provided a quote of \$600 to install the fence. All labor and materials must come in under this.

Risk

Two risks are apparent at this time:

1. The fence may be built onto a neighbor's property
2. The fence may not be completed by the time Mr. Carswell leaves country

Risk 1 is mitigated by the presence of surveyor stakes still in the ground from when the houses were built in this new neighborhood, and by leaving a 3-foot cushion between the fence and the property line. Each neighbor will also be approached, if possible, to verify that they approve the fence location. This also presents the opportunity to explore the possibility of seeing if the neighbor may also be a fence customer

Risk 2 will be mitigated by making sure this project takes priority and is completed at least one week prior to April 1 since Mr. Carswell has emphasized that he will not pay for the fence until he gets back into the country in May if he is unable to visually inspect the fence before he leaves.

Approvals:

Frank James

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