# Project Charter Document

## Project Name: Bontle Ke Botho

### Department: Midvaal Municipality

**Focus Area:** Ward 5

**Product/Process:** Sustainable Living and Poverty Alleviation

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### Prepared By

<table>
<thead>
<tr>
<th>Document Owner(s)</th>
<th>Project/Organization Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clr. Rob Jones</td>
<td>Project Lead</td>
</tr>
<tr>
<td>Ward Committee Members</td>
<td>Team Members</td>
</tr>
<tr>
<td>Conservancy Members</td>
<td>Team Members</td>
</tr>
<tr>
<td>Ward 5 Community</td>
<td>All Residents</td>
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</table>

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### Project Charter Version Control

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<th>Date</th>
<th>Author</th>
<th>Change Description</th>
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<td>25 May 25, 2007</td>
<td>Clr. Rob Jones</td>
<td>Document created</td>
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1 PROJECT CHARTER PURPOSE

The purpose of this project is to initiate and develop awareness of our environment, create a greater understanding of, and preventing environmental pollution, through the use of Environmental workshops, public awareness campaigns, and formal educational institutions.

The Project will fall under the following themes:

- Sustainable Agriculture
- Sustainable Use of Energy
- Sustainable Water Conservation
- Sustainable Waste Management

2 PROJECT EXECUTIVE SUMMARY

- project goals
- objectives
- scope
- assumptions
- risks
- costs
- timeline
- approach
- organization]

3 PROJECT OVERVIEW

By utilizing our resources more effectively we can achieve the following:

- Sustainable Agriculture
  - Most of Ward 5 including Daleside has vast tracks of unutilized land that can be used for Agriculture, and by using the available resources, maximize the potential for self-sufficiency in food production and other agricultural products.
  - By sorting and utilizing waste products, compost can be made, which will also minimize water usage.
Unemployed people can grow their own food by making use of mini agric gardens.

Community pride can be fostered by involvement in the project.

- **Sustainable Use of Energy**
  - Various safe alternative energy sources can be investigated.
  - Heaters and cooking energy sources need to be safe and smoke pollution eliminated

- **Sustainable Water Conservation**
  - Water wise usage for agric purposes need to be work shopped with the community.
  - Encourage more efficient domestic water usage.

- **Sustainable waste Management**
  - Waste sorting to encourage recycling of waste.
  - Biodegradable waste used for composting.

## 4 PROJECT SCOPE

### 4.1 Goals and Objectives

<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project will provide an improved system for managing environmental issues, ensuring the best possible practice of utilizing our resources with the least impact on our environment.</td>
<td>1. Develop a system that tracks the usage of energy and water.</td>
</tr>
<tr>
<td></td>
<td>2. Create a viable process to recycle our waste.</td>
</tr>
<tr>
<td></td>
<td>3. Utilize available resources to encourage planting of trees and agricultural products.</td>
</tr>
<tr>
<td></td>
<td>4. Track progress of energy and water savings.</td>
</tr>
</tbody>
</table>

### 4.2 Departmental Statements of Work (SOW)

<table>
<thead>
<tr>
<th>Departmental SOW</th>
<th>Owner/Prime</th>
<th>Due Date/Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>Ward 5</td>
<td>TBA</td>
</tr>
<tr>
<td>TBA</td>
<td>Ward 5</td>
<td>TBA</td>
</tr>
</tbody>
</table>
4.3 Organizational Impacts

<table>
<thead>
<tr>
<th>Organization</th>
<th>Impact to and Participation of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midvaal Municipality / Ward 5</td>
<td>Lower Energy supply, capital savings to electrical upgrade.</td>
</tr>
<tr>
<td>Midvaal Municipality / Ward 5</td>
<td>Better utilization of water. Capital savings on upgrading the water reticulation system.</td>
</tr>
<tr>
<td>Midvaal Municipality / Ward 5</td>
<td>Waste management sites can be extended due to recycling of waste.</td>
</tr>
</tbody>
</table>

4.4 Project Deliverables

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Deliverable</th>
<th>Deliverable(s) Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>• Daleside: Liaise with Daleside Library for usage of land for work shop of community</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identify land in other areas for community work shop and education.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identify partners to participate in work shop</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>• Monitor progress, and hold progress meetings with participants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Evaluate progress and streamline where necessary.</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>• Using lessons learned, encourage further community participation in this project.</td>
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</tbody>
</table>

4.5 Deliverables Out of Scope

Create a Data base on participants, progress, and rainfall and weather conditions during the project phase.

4.6 Project Estimated Costs & Duration

<table>
<thead>
<tr>
<th>Project Milestone</th>
<th>Date Estimate</th>
<th>Deliverable(s) Included</th>
<th>Confidence Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1</td>
<td>Month 1</td>
<td>Secure land and facilities. Secure Private Landowner participation Start work shops</td>
<td>High</td>
</tr>
<tr>
<td>Milestone 2</td>
<td>Month 2 - 5</td>
<td>Start community agric gardens</td>
<td>Medium</td>
</tr>
</tbody>
</table>
5 PROJECT CONDITIONS

The ideal timing of the project depends on weather conditions, and is subject to various seasonal conditions.

5.1 Project Assumptions

- Community takes ownership of their section of the project
- Surplus production can be sold at Farm stalls etc.

5.2 Project Issues

Priority Criteria
1 – High-priority/critical-path issue; requires immediate follow-up and resolution.
2 – Medium-priority issue; requires follow-up before completion of next project milestone.
3 – Low-priority issue; to be resolved prior to project completion.
4 – Closed issue.

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Priority</th>
<th>Owner</th>
<th>Description</th>
<th>Status &amp; Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Month 1</td>
<td>1</td>
<td>Ward Clr</td>
<td>Secure sites for project</td>
<td>Start on authorization</td>
</tr>
<tr>
<td>2</td>
<td>Month 2-5</td>
<td>2</td>
<td>Ward Clr / Community</td>
<td>Monitor Progress</td>
<td>Start on completion of Month 1</td>
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5.3 Project Risks

<table>
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<tr>
<th>#</th>
<th>Risk Area</th>
<th>Likelihood</th>
<th>Risk Owner</th>
<th>Project Impact-Mitigation Plan</th>
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<tbody>
<tr>
<td>1</td>
<td>Month 1 Identified site not available</td>
<td>Low</td>
<td>Ward Clr</td>
<td>Find alternative sites. May delay project start.</td>
</tr>
<tr>
<td>2</td>
<td>Month 1-5</td>
<td>Medium</td>
<td>Community</td>
<td>Weather conditions, changing community pattern, evaluate as when needed, and retrain where necessary.</td>
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</table>
5.4 Project Constraints

- Lack of Finance to start, equipment, and raw products (seeds etc)
- Subject to weather conditions

6 Project Structure Approach

On authorization, approach the Midvaal Community Services (De Deur Offices) with our plan, and obtain permission for the utilities of the Daleside library facilities.

Sent out via our Ward 5 News Letter the scope of the project, invite partners, secure land and facilities from the public for each area.

Identify members from each community (via our Ward Committee Members and Conservancies) to participate in the first round.

Invite speakers to work shop the participating community members.

Make sure that all participants has the knowledge and tools to start their own agric gardens.

Establish Farm Stalls to sell surplase.

Planning and monitoring will be done via Identified partners, Ward Committee and Ward Councilor.

7 Project Team Organization Plans

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<thead>
<tr>
<th>Project Team Role</th>
<th>Project Team Member(s)</th>
<th>Responsibilities</th>
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8 PROJECT REFERENCES

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<th>Milestone</th>
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9 APPROVALS

Prepared by  
Clr Rob Jones  [Ward 5 Midvaal]  
Project Manager

Approved by  
Project Sponsor

Executive Sponsor

Client Sponsor
10 APPENDICES

10.1 Document Guidelines

10.2 Project Charter Document Sections Omitted