

Project Scope Statement

This project scope statement is effective immediately and will remain in effect until the project is completed.

Project Name: Construction of Classrooms block at Ga.Villingili School.

Project Manager: Ministry of Education (MoE)

Project Location: Ga.Villingili

Intended Use: Teaching and learning.

Project Scope:

The Ministry of Education is planning to construct classrooms block at Ga.Villingili School. The building will be a 3-storey building with 12 classrooms and a toilet block on each floor. The building will be constructed using reinforced concrete. The roof will be made of steel trusses and roofing sheets. The windows and doors will be made of aluminum. The interior finishes will be painted masonry walls and ceramic tiles. The built-up area of the building is 377.79 square meters.

The scope of works includes the following:

- Architectural and structural works.
- Installation of basic services, including electrical, plumbing, sewerage, networks, speakers, public address system and fire extinguishers.
- Provision of temporary services and material storage arrangements.
- Preparation of the site for construction, including clearing, grading, and excavating.
- Delivery and installation of all materials and equipment.
- Construction of all internal and external finishes.
- Provision of all necessary safety and security measures.
- Testing and commissioning of required systems.
- Handover of the completed project to the MoE.

The scope of works does not include the following:

- Supply of furniture.
- Landscaping.
- Demolition of the building.

The project constraints include:

Time: The project must be completed within a specific timeframe.

Cost: The project must be completed within a specific budget.

Scope: The project must meet the specified requirements.

Quality: The project must be completed to a specified standard of quality.

Resources: The project must have access to the necessary resources.

Project Risks:

The following risks have been identified for the project:

Delays in obtaining permits and approvals.

Delays in the delivery of materials and equipment.

Change in scope of work.

Weather conditions

Project Mitigation Strategies:

The following mitigation strategies have been developed for the identified risks:

The project team will work closely with the relevant authorities to expedite the permitting process.

The project team will put in place a risk management plan to mitigate the impact of delays in the delivery of materials and equipment.

The project scope will be carefully defined and documented to minimize the risk of changes.

The project team will monitor the weather forecast and take appropriate action to mitigate the impact of weather delays.

Tenderer Responsibilities:

The tenderer is responsible for visiting the site and clarifying the site conditions before entering into bid.

The tenderer is responsible for obtaining all necessary permits and approvals.

The tenderer is responsible for ensuring that the project is completed on time, within budget, and to the required quality standards.

The tenderer is responsible for making additions and omissions to the Bill of Quantities. All works must be completed as per drawings and specification.

Communication Plan:

The MoE and the tenderer will maintain regular communication throughout the project. The tenderer will provide the MoE with regular updates on the project's progress. The MoE will provide the tenderer with any necessary information or approvals as required.

Acceptance Criteria:

The project will be considered complete when all of the following criteria have been met:

The building has been constructed in accordance with the approved drawings and specifications.

The building has been inspected and approved by the MOE.

The building has been accepted by the school.

Approvals:

This project charter has been approved by the following stakeholders:

Minister of Education

Ga.Villingili School

Ga.Villingili council

Project Manager, Ministry of Education

