

Project Charter & the Business Case Document Brief:

EDEVU TRAINING CAMP PLAN

**IBT College Site Infrastructure
Enhancement**

BROWN RIVER
In Partnership with PHD



Project Charter & the Business Case: IBT College Site Infrastructure Enhancement

STAGE 1 – INITIAL ESTABLISHMENT PHASE

1. Project Overview

- **Project Name** : IBT College Site Infrastructure Enhancement
- **Project Manager** : James Shane Sabadi
- **Project Sponsor** : For STAKEHOLDER VIEWING
- **Project Start Date** : 22nd of April, 2024
- **Project End Date** : 20th of May, 2024

2. Project Objectives

The primary objectives of Stage one establishment phase are as follows:

- 1. Establish Administrative Office:**
 - Set up a functional administrative office to manage college operations efficiently.
 - Define roles, responsibilities, and workflows for administrative staff.
- 2. Revive Messing Facilities:**
 - Assess and refurbish existing messing facilities (cafeteria or dining hall).
 - Ensure cleanliness, hygiene, and improved food services.
- 3. Fencing Borders and Landscape Cleanup:**
 - Identify and mark fencing borders around the college premises.
 - Clear overgrown and bushy areas along the fence line.
 - Enhance the overall aesthetics of the campus.
- 4. Medical Bay Setup:**
 - Create a dedicated medical bay for students and staff.
 - Equip it with basic medical supplies and a first aid kit.
 - Train designated personnel to handle medical emergencies.
- 5. Classroom Partitioning:**
 - Utilize existing infrastructure space to build two partitioned classrooms.
 - Collaborate with architects and contractors for efficient utilization.

6. Computer Deployment for Student Use:

- Procure and install 3 computers in the library and lab areas.
- Ensure connectivity, software installation, and user-friendly interfaces.
- Enhance student access to digital resources.

7. Draft up Policies for all operational functions:

- Medical Bay Policies
- Main Admin Office Policies
- Messing Policies
- Canteen Policies
- Campus General Policies
- Boarding Policies
- Vehicle Policies
- Computer Lab Policies
- Disciplinary Policies

8. 2 x Signage Boards

Set up 2x Signage Boards for the Edevu Training Camp. 1 at the main junction and the Edevu at the main cam entrance

3. Scope and Deliverables

• In Scope:

- Administrative office setup
- Messing facilities improvement
- Fencing border identification and cleanup
- Medical bay establishment
- Classroom partitioning
- Computer deployment
- Drafting and compiling of all Admin and Operational Policies
- Set up 2x signage Boards

• Out of Scope:

- Major structural changes beyond existing infrastructure
- Full-scale landscaping or flower garden redesign

4. Stakeholders - Benefits

- **College Management** : Approvals, funding, and strategic guidance
- **Faculty and Staff** : Users of administrative office, classrooms, and medical room
- **Students** : Beneficiaries of improved facilities
- **Local Farmers** : Provision of garden food for purchase at the IBT College Mess.

Our stakeholders are very important to us and we emphasize this in our values demonstrated that everything that we deliver and endeavor to do “WE DO IT WITH ALL OF OUR HEART PUT INTO IT”. Our commitment is 100% all the way through this entire project phase because we know it will make a difference and drive change and progress for all stakeholders.

Tangible benefits on the ground?

With emphasis in this one aspect, the tangible benefits that this new campus brings are:

1. PHD – The IBT College, Edevu Training Camp will provide PHD with a “NO-COST” training package for any of their personnel requiring additional operators and technical training. This will be beneficial in aiding PHD improve on its KPI deliverables and bring a much more effective team to operations.
2. Land Owners of the area – The IBT College, Edevu Training Camp will also support the local community by purchasing local agricultural produce from them for its messing/dining needs. This will be on-going for the entirety and life of the campus.

5. Milestones

Current Phase work scheduled in this initial establishment set up are:

1. **Project Kickoff** : Obtain sponsor approval and assemble project team.
2. **Administrative Office Setup** : Complete office design and establish operations.
3. **Messing Facilities Revival** : Refurbish and reopen the cafeteria.
4. **Fencing & Landscape Cleanup** : Mark fencing borders and clear vegetation.
5. **Medical Care Room Ready** : Equip and staff the medical room.
6. **Classroom Partitioning** : Construct classrooms
7. **Computer Deployment** : Install computers in library and lab.
8. **Policy Drafting & Compiling** : All Policies to be ready for implementation at commencement date
9. **Signage Boards** : Set up two signage Boards at the entrance and the junction

6. Risks and Assumptions

- **Risks:**
 - Delays due to weather conditions
 - Budget constraints
- **Assumptions:**
 - Existing infrastructure is structurally sound
 - No permit requirements for building approval at this stage.

7. Project Approval – STAGE 1

This Project Charter is approved by:

- Sunny Sun – Director of IBT College with the ongoing support of PHD
- James Shane Sabadi – Project Manager (Phase 1) for IBT College - Edevu Training Camp

Milestone Project Phase Achievements

Milestones

Entailed below is the project milestone dates set for each task. This will keep the team on track during the initial establishment phase.

#	Milestone Phase	Task	Start Date	Deadline Date
1	Project Kickoff	Obtain sponsor approval and assemble project team.	09-04-2024	09-04-2024
2	Administrative Office Setup	Complete office design and establish operations	22-04-2024	26-04-2024
3	Messing Facilities Revival	Refurbish and reopen the cafeteria	22-04-2024	26-05-2024
4	Fencing and Landscape Cleanup	Mark fencing borders and clear vegetation	22-04-2024	20-05-2024
5	Signage Board (2x)	Set up 2 Signage Boards at Entrance	22-04-2024	20-05-2024
6	Medical Bay Room Ready	Equip and staff the medical room	22-04-2024	26-04-2024
7	Classroom Partitioning	Construct classroom Partitions	22-04-2024	03-05-2024
8	Computer Deployment	Install computers in library and lab	04-05-2024	20-05-2024
9	Policy Drafting & Compiling	Draft all Policies ready for Operational use.	09-04-2024	16-04-2024

INITIAL ESTABLISHING COST FOR STAGE 1

The provisions that are already available at the proposed Edevu Training Camp are:

1. 32 accommodation rooms
2. 5 toilets and
3. 5 shower rooms
4. A Mess / Dining area with already existing Kitchen equipment.
5. 4 tanks with water supply with power supply yet to be hooked up.
6. A back-up generator.
7. An Existing Concrete Tiled structure
8. Additional space to build additional college facilities.

Utilizing the existing provisions, the project team will focus on the initial establishment cost for stage 1 and build on this during each progressive phases. The objective now is to utilize the current infrastructure for space utility and maximize on the availability of space it provides against the college requirements for Phase 1

Refer next page for room set up references.

Accommodation and Office Space Requirements:

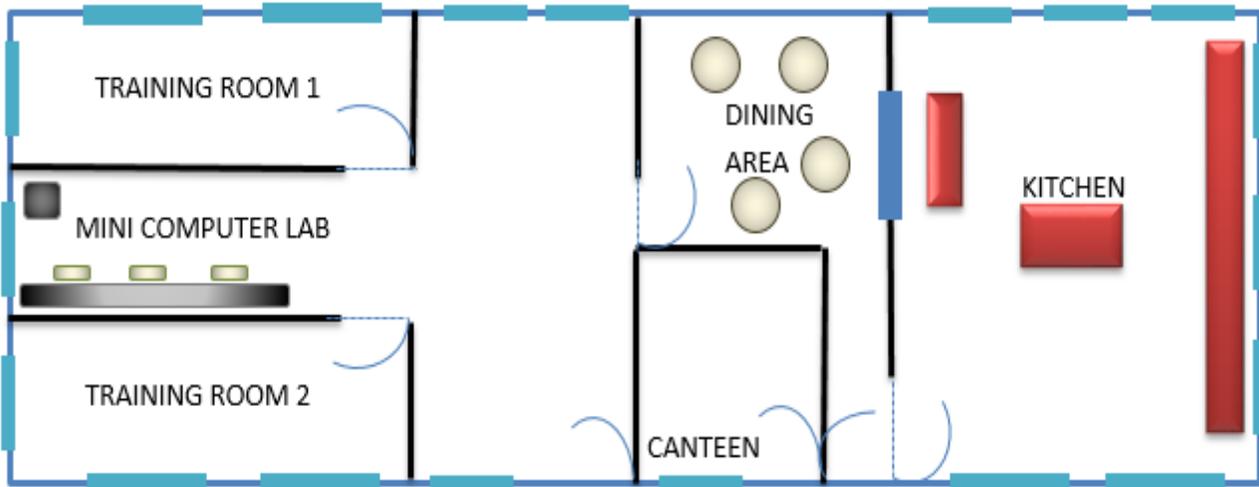
1. 27 Rooms for Student Accommodations
2. 2 Rooms for Staff Accommodations
3. 1 x Admin Office
4. 1 x Trainers Office
5. 1 x Medical Bay
6. Middle Foyer area is planned for general sitting use.

11	10	9`	8	7	Medical Bay	Trainer's Office	Admin Office
							
6	5	4	3	2	1	Staff Lodging 2	Staff Lodging 1

*Note this is planned for the bottom section only. The 16 Rooms at the top are accommodation for students. Total of 27 Student accommodation rooms

Training Rooms and Messing/Dining Areas with Kitchen

From the existing Mess and Dining Structure is now broken up into two segments to maximize space utility.



Costings for Establishment Phase – Stage 1 to be included later.