**PROJECT CHARTER**

|  |  |
| --- | --- |
| **Project Name:** | Construction of Sunrise Corporate Office – 5 Floors |
| **Project Code/ID:** | SCB-2025 |
| **Project Manager:** | Ahmed Khalil, PMP |
| **Project Sponsor:** | Eng. Sara Ali, VP Facilities, Sunrise Technologies Ltd. |
| **Date Prepared:** | August 11, 2025 |
| **Document Version:** | 1.0 |

# 1. EXECUTIVE SUMMARY

Sunrise Technologies Ltd. requires a new five-floor corporate office building in Cairo to consolidate its workforce. The project covers civil construction, MEP installation, and interior furnishing with fixed designs and approvals. Using a Waterfall approach, the project spans 18 months (Apr 1 2025 – Sep 30 2026) with a budget of USD 8 million. Benefits include lower leasing costs, enhanced efficiency, and brand image.

# 2. PROJECT PURPOSE AND BUSINESS JUSTIFICATION

2.1 Business Need

Current offices are fragmented across leases, incurring high rent and hampering collaboration. A dedicated HQ will centralize operations, improve culture, and position Sunrise for growth.

2.2 Business Case Summary

The USD 8 million build delivers annual savings of USD 1.4 million in rent, yielding payback in <6 years. Intangibles include improved employee satisfaction and client perception.

# 3. PROJECT OBJECTIVES AND SUCCESS CRITERIA

|  |  |  |
| --- | --- | --- |
| **Objective #** | **Description** | **Success Criteria** |
| 1 | Complete construction and obtain occupancy certificate by 30 Sep 2026 within budget | Schedule variance ≤0; cost variance ≤5% |
| 2 | Achieve LEED Silver rating | USGBC certification received |
| 3 | Zero lost-time safety incidents | LTIFR = 0 |
| 4 | ≥95% stakeholder satisfaction at close | Survey ≥4.75/5 |

# 4. PROJECT SCOPE AND DELIVERABLES

4.1 High-Level Project Description

Turn-key build of 15 000 m² HQ including foundations, concrete frame, façade, MEP, interiors, landscaping, utilities, per approved designs.

4.2 Project Boundaries and Scope

In Scope:

* Civil works: excavation, foundation, structure, roofing
* Complete MEP procurement and installation
* Interior partitions, finishes, furniture
* Site grading, access roads, parking, landscaping

Out of Scope:

* IT infrastructure & office equipment
* Facilities management beyond 12-month DLP

4.3 Key Deliverables

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Description** | **Acceptance Criteria** |
| Approved Designs | Signed-off architectural, structural, MEP drawings | Design approval certificates |
| Structural Shell | Foundation, columns, slabs, roof | Structural engineer sign-off |
| MEP Systems Installed | HVAC, electrical, plumbing | Commissioning reports |
| Interior Spaces Furnished | Partitions, finishes, furniture | Client sign-off |
| Handover Package | O&M manuals, as-built drawings, occupancy certificate | Final inspection certificate |

# 5. HIGH-LEVEL REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| **Requirement ID** | **Requirement Description** | **Priority** |
| REQ-001 | Comply with Egyptian Building Code | High |
| REQ-002 | LEED Silver certification | Medium |
| REQ-003 | Provide 300 parking spaces | High |
| REQ-004 | Backup generator for 100% load 24h | Medium |

# 6. SUMMARY MILESTONE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Expected Date** | **Description** |
| Design & Approval Complete | 30 Jun 2025 | All permits/designs approved |
| Foundation & Frame Complete | 31 Dec 2025 | Structural shell ready |
| MEP Install Complete | 31 May 2026 | MEP systems commissioned |
| Interior & Furniture Complete | 31 Aug 2026 | Interiors finished |
| Final Inspection & Handover | 30 Sep 2026 | Occupancy certificate issued |

# 7. PREAPPROVED FINANCIAL RESOURCES

Total Budget: USD 8 000 000

Funding Source: Sunrise Technologies CAPEX FY25-26

7.1 Cost Breakdown

|  |  |
| --- | --- |
| **Cost Category** | **Estimate (USD)** |
| Civil Works | 3 000 000 |
| MEP Systems | 2 000 000 |
| Interior & Furniture | 1 500 000 |
| Permits & Design | 500 000 |
| PM & QA | 300 000 |
| Contingency 10% | 700 000 |
| **TOTAL** | **8 000 000** |

# 8. KEY STAKEHOLDER LIST

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Role** | **Organization** | **Interest/Influence** | **Contact** |
| Eng. Sara Ali – Sponsor | Sunrise Tech | High/High | sara.ali@sunrise.com |
| Ahmed Khalil – PM | Sunrise Tech | High/High | ahmed.khalil@sunrise.com |
| EBC Constructions – Contractor | EBC | High/High | pm@ebc.com |
| MEPro Ltd. – MEP Contractor | MEPro | Medium/High | info@mepro.com |
| Cairo Municipal Authority | City of Cairo | High/Medium | inspections@cairo.gov.eg |

# 9. OVERALL PROJECT RISK

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Probability** | **Impact** | **Mitigation** |
| Weather delays | Medium | High | Add weather float; weatherproofing |
| Material shortages | High | High | Multiple suppliers; buffer stock |
| Safety incidents | Medium | High | Strict HSE plan; training |
| MEP coordination | Medium | Medium | BIM coordination; clash detection |
| Cost inflation | Medium | High | Fixed-price contracts; escalation clauses |

# 10. ASSUMPTIONS AND CONSTRAINTS

10.1 Assumptions

* Land ownership and approvals in place before start
* Design frozen prior to mobilisation
* Fixed-price contracts
* Unrestricted site access
* No change in client requirements

10.2 Constraints

* Budget capped at USD 8 M
* Completion by 30 Sep 2026 mandatory
* Labor regulation limits overtime

# 11. PROJECT APPROVAL REQUIREMENTS

Charter approval by Sponsor; PM acceptance. Changes via PMO change control.

# 12. PROJECT EXIT CRITERIA

* All deliverables accepted; occupancy certificate issued
* Punch list closed; DLP in place
* Contractor accounts settled
* Documents archived; lessons learned captured

# 13. PROJECT AUTHORIZATION

|  |  |  |
| --- | --- | --- |
| **Role** | **Name & Title** | **Signature & Date** |
| Project Sponsor | Eng. Sara Ali – VP Facilities |  |
| Project Manager | Ahmed Khalil, PMP |  |
| PMO Director | Dr. Mahmoud El-Sayed |  |

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