PMO Project Charter

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1. Project title	***Oakwood Hill Footpaths***	*5. Reference*	P182
2. Managed By	***Susan Lewis, Senior Project Improvement Officer***	*6. Creation Date*	14-Mar-2018
3. Sponsored By	***Paul Pledger, Assistant Director - Housing Property (CPY01)***	*7. Last Modified Date*	30-Apr-2018
4. Corporate Plan link	***None*** ***Not in Corporate Plan***		

8. Problem statement	*9. Objectives*
The footpaths at Oakwood Hill residential estate are in some need of repair and have been identified as a priority by local residents and Councillors. Budget has been made available from our Service Enhancement funding (200k) and Essex County (ECC) will match fund the works. Whilst funding may not enable us to repair all the footpaths, those which are in need of priority work have been identified. The footpaths are owned 75% by ECC and 25% by EFDC (proportions are approximate). Consultation has been made with Oakwood Hill residents association (OHERA), ECC, Ward, Town & District Councillors to identify priority works for best use of funding.	• Task Force Focus Group in place (see project members) • Residents consultation based on ECC recommended proposals for works • Focus Group meeting to discuss repair options and make a final decision on which option to go with • Footpath repair works to commence in Summer 2018

10. In scope	*11. Out of scope*	*12. Benefits*
A plan of the estate and footpaths has been drawn up - footpaths identified as Red have been prioritised as ‘must be done’, Amber ‘could be done’, Green ‘not a priority’	Any other footpaths outside of Oakwood Hill estate which are not marked on the plan agreed by the consultation group	• Footpaths are repaired and in good order • Safer for residents - minimise risk of trip hazards Smarter footpaths which will help to improve the look of estate and in turn potentially improve residents morale and pride in the estate

13. Change approach	*14. Dependencies and constraints*
A Task Force has been set up to agree the best use of the funding from which footpaths was identified as the priority. This Task Force consists of Oakwood	Match funding by ECC ECC will need to carry out some pre works in Spring 2018 followed by the

Hill residents via OHERA, ECC, Ward, Town & District Councillors. A resident's consultation is being held via a door drop and posters on the estate inviting feedback on the choices for repair works. A residents meeting will be held to finalise the decision and timelines will then be agreed with ECC for the works to commence.	slurry seal in the Summer, timelines are to be confirmed
15. Timeline	*16. Data*
26-Mar-2018 Residents consultation period 28-Mar-2018 Residents consultation meeting 13-Apr-2018 Residents newsletter to update on works 31-May-2018 Pre works completed for repairs 28-Sep-2018 Footpath repair works completed	Priority footpaths identified by ECC and agreed with Task Force ECC data on best option and costings for footpath repairs
17. Project members	*18. Change control*
Susan Lewis, Senior Project Improvement Officer; Paul Pledger, Assistant Director - Housing Property (CPY01)	PLC.P182 Project Life Cycle P182 Oakwood Hill Footpath Repairs

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