Strawbale Gazebo

Project Business Plan

Version: 2 Date: 25-09-2013

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Acknowledgements

The contribution of the following individuals in preparing this document is gratefully acknowledged:

Kegan Daly – Club President, Josh McLean – Vice President, Bridget - Treasurer,
Lizzie Taylor – club member, Tammy-Jo – Project Manager
and all members of the Flinders Community Permaculture Garden Club.

This document has been derived from a template
prepared by the Department of Premier and Cabinet, Tasmania.
The structure is based on the Tasmanian Government Project Management Guidelines.

Document Acceptance and Release Notice

This document is Version 2.0 of the Strawbale Gazebo Project Business Plan, developed on 25/09/13.

The Project Business case is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation.

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# Project Scope

## Project Title

**Strawbale Gazebo Project**

## Project Background

The Flinders Community Permaculture Garden Club would like to construct a ‘strawbale gazebo’ shelter in the empty site above the community garden, west of the entrance of the grass tennis court next to the footpath which connects Sturt campus with the Main campus at Flinders University. The site is currently un-used and run down due to a lack of landscape design and planning between stakeholders.

This project is a great opportunity to transform the area from being an eyesore into a welcoming, beautiful and useful space. This project has the potential to invigorate the whole area to the benefit all stakeholders especially the University. A gazebo will create a much needed multipurpose outdoor shelter / education space in which the Flinders Community Permaculture Garden Club and broader Flinders University community can utilise.

The strawbale gazebo project was first initiated in 2005 by the garden club. A development proposal request was submitted to the University along with a concept design. Unfortunately the project became stagnant in 20, due to the then project team moving into the workforce and the project not being progressed through the university system. Staff changers meant knowledge of the project within the building and property division became lost

 A new project team from the Flinders Community Permaculture Garden has formed and is committed to revitalising the gazebo project. The team has been meeting regularly, scoped out a plan and identified what is needed in order to fulfil the gazebo project.

Project team members have been meeting with Peter Lockett, Associate Director of the Vice-President (Strategic Finance and Resources) who appointed Dan Harris from Buildings and Property Division of the University to our project. The Building and Property Division of Flinders University has since contracted Adelaide based W & G Engineers Pty Ltd to re-engineer the concept design to meet building standards ready for submission for council approvals. The University is in strong support for this project and have already committed substantial time and financial resources towards the project.

Below are the key phases of this project:

* Stakeholders’ engagement
1) support and 2) formal approval.
* Community outreach campaign and fundraising.
* Construction and interactive workshops.

The estimated cost of building the gazebo is $29,875. The goal is by the end of 2013 all approval processes have been granted and funds have been raised in order to begin the construction of the strawbale gazebo with interactive workshops able to take place approximately during January to April 2014.

## Objective(s)

The objective of the Project is to build via interactive workshops a gazebo with strawbale walls and seatings. This will provide an outdoor shelter in which the Flinders Community Permaculture Garden Club and broader Flinders community can utilise.

Currently there is no undercover area for club members to gather when it’s wet or sweltering. Additionally it is envisioned that the gazebo can be used as an outdoor education space where tutorials, lessons and workshops can take place.

## Target Outcomes

* The project generates a greater awareness of the community garden, resulting in increased participation in the Flinders Community Permaculture Garden Club and in permaculture ethics and principles on campus.
* Funds where raised to fulfil the project.
* A gazebo has been built providing a convenient and comfortable weather-proof shelter and an outdoor education / meeting space is available for use by club members and other identified stakeholders.
* The local aesthetics of the University grounds surrounding the Permaculture garden has been enhanced.
* A new outdoor teaching space is available for use by University lecturers. Outdoor tutorials and classes are held in and around the gazebo structure.
* Sustainable building technology is showcased on campus.
* Practical building and campaign skills have been developed of participants in inter-active workshop.

The following outcomes have been identified as the Target Outcomes for the Strawbale Gazebo Project:

Table 1: Target Outcomes Measurement

|  |  |  |  |
| --- | --- | --- | --- |
| Target Outcome 1 | Measure | Completion Date | Accountability |
| Generate the funds to fulfil project scope | funds have been sourced through grants and fundraising initiatives | December 2013 | Fundraising project sub-team |
| The project will generate greater awareness of the community garden. | Increased participation in the Flinders Community Permaculture Garden and in permaculture ethics and principles on campus. | April 2014 | Flinders Community Permaculture Garden Club |
| A convenient and comfortable weather-proof shelter for club members is created. | The Gazebo is available for use by club members and other identified stakeholders | April 2014 | Flinders University property and building department and the Flinders Community Permaculture Garden Club.  |
| A new outdoor teaching space is available for use by teachers. Outdoor tutorials and classes are held in and around the gazebo structure. | Garden club is able to utilise the gazebo as shelter during working bees and hold educational workshops.Other university groups/ stakeholders in the area use the area for educational purposes and tutors use the space. | July 2014 | Flinders University property and building department |
| Enhanced local surrounds has added value to the aesthetics of the University grounds | The project provides increase visibility and community awareness of the garden location as well as permaculture ethics and principles has occurred. | July 2014 | Project team andConstruction team |
| Sustainable building technology is showcased on campus | The design includes strawbale walls and seating, and a pizza cobb oven. There will be enough seating to accommodate 20+ pupils at any one time.  | April 2014 | Construction teamHouse of Bale  |
| Skills have been developed through interactive workshops. | Strawbale construction was hands-on through interactive workshops, they were safe and community-friendly/ inclusive. Participants learnt about sustainable building techniques. | March 2014 | Kegan DalyHouse of Bale  |
| A new outdoor entertainment space, with food cooking facilities such as cob pizza oven is available for use by the Flinders community. | The gazebo is placed on the University ‘map’ and promoted as a potential entertainment space  | July 2014 | Flinders Community Permaculture Garden Club |

## Output(s)

The Outputs to be delivered by the Strawbale Gazebo Project are:

* Project team is formed.
* Gazebo management documentation is developed
	+ A project plan developed which overviews all project aspects.
	+ Project proposal and Stakeholder presentation has been developed and a stakeholder communication strategy implemented.
* Fundraising strategy executed.
	+ Crowd-funding video created and campaign launched
	+ Grant applications submitted.
* Community outreach campaign is executed.
	+ Campaign materials, flyer, stall kit, etc produced.
* Gazebo plans re-engineered by professional engineer.
	+ *Note:* *Flinders University buildings and property have agreed to hand back a package of building plans and designs in a form appropriate for local council approval.*
* University gives approval for the Gazebo project to be developed.
* Development and building application created and is approved by local council.
* Construction
	+ Site foundations prepared in preparation for construction
	+ Gazebo structure is built.
	+ Strawbale walls and seatings have been built via interactive workshops.
	+ Cobb pizza oven is built via interactive workshop
	+ Concilitation art mural event
* Gazebo fit out
* Celebration and evaluation
* Gazebo is put onto the map.

## Scope of Work

The proposed building site for the strawbale gazebo is directly adjacent to the community garden next to the grass tennis courts, and footpath which connects the Sturt and Main campus.

The University must support the project and give approval in order for the gazebo to be allowed to be built.

**Below are the key phases of the project and a brief outline what each phase entails:**

1. **Stakeholder engagement**

Stakeholder relationships are a critical component of this project. We have already begun building stakeholder relationships particularly with the Buildings and Property Division, Grounds and Maintenance staff, Flinders Environmental Action Group, Flinders Environment Officer, Barnaby Smith Flinders University Sustainability Officer and the Flinders University Students Association. Permaculture SA, fellow community gardens, the Living Kaurna Cultural Centre and councils.

Stakeholder engagement and relationship building will continue throughout the entire project. A stakeholder communication strategy has been developed and will be executed by various project team members (refer to stakeholder section of project plan).

1. **Design and planning approval**

The concept designs which were developed back in 2005 are in the process of being re-drawn by a professional engineer W & G Engineers Pty Ltd in order to meet Australian Building standards. Once we have a design package in line with industry standards, Dan Harris is the Flinders University representative from Buildings and Property responsible for overseeing the Universities involvement in the project. The University is in full support and would like to see the project a success.

Once the project has been given the go ahead, the next step will be submitting the designs through Mitcham Council for building and planning approvals.

Mitcham Council approval process is estimated to take approximately 8 weeks. The time in which the university will take to gain approval is still unknown. Once approvals have been granted we can move onto the construction and workshop phase.

1. **Community outreach campaign and fundraising**

There are two aspects to this phase.

The community outreach campaign phase will include approaching various stakeholders with a formal proposal to contribute funds towards building the strawbale gazebo.

The community outreach campaign will raise general awareness of the community garden and the gazebo project whilst highlighting our funding needs to the student community and the broader South Australian community. Outreach activities will be undertaken on-campus including club information stalls on the plaza and a Spring Fiesta festival at the garden on the 12th October where we will launch our crowd-funder campaign.

Cameron from Roberts and Roberts Production has agreed to produce a 10 to 15 min documentary of the gazebo project pro-bono. The documentary will be developed with the aim to submit for the transition film festival in 2014. They will also be developing the 2 to 3 minute crowd-funder video highlighting our gazebo project plight. Club members and stakeholders will be requested to send across social media networks and the campaign will aim to generate $7000 in donations.

The other way in which we will seek funds for the project will be through Community Development Grants from Mitcham for $1500 towards gazebo materials and Marion councils specifically towards costs of ‘conciliation interactive arts mural event’ and establishment of the kitchen garden.

We will be encouraging people to contribute ideas on how to decorate the gazebo. Various artists will be invited to contribute in small ways, making the gazebo a collaborative and inclusive community project.

1. **Construction and Workshop co-ordination**

The construction phase of the project will be broken down into 4 stages and will involve professional builders and club members. The preparations, structural build and interactive workshop facilitation will be sourced from external professional builders, most likely House of Bales and from experienced community club members.

**Stage 1 - Site preparation and gazebo infrastructural build.**To prepare for construction the site will need to be levelled, measured up and pegged out, and flattened by a compactor. A geo-survey has been done. Building and Property division of Flinders University will arrange site preparation.

During this stage the construction project team will begin sourcing all the building materials needed to execute this phase. (refer to Appendix A Building Material List).

There are 2 options for how the gazebo structure could be built. Which options will be dependent on funding and which option Building and Property preferences and approves.

**Option 1: University carpenters**

The University Building and Property division organises builders to complete this stage of the project.
- Pro’s - Less money needed to be raised, allows the community garden to focus on developing the strawbale workshop element of the build, gives university control over structural aspects, in line with Australian building standards.
- Con’s - Down side would be reduced community input and participation, hence lost opportunity for people to learn skills, reduces community ownership over the project, sense of dependency on the university for money and expertise.

**Option 2: Professional build**

The community garden would contract Lance of House of Bales to build the gazebo.
- Pro’s – We know the builders and have confidence in their abilities

* Con’s - This is a more expensive option for the community garden but would reduce the build time and the complexities of trying to run interactive building workshops.

 **Stage 2 - workshops - strawbale walls and seats, Cob oven.**

‘Sustainable building workshops’ will be run by qualified builders from House of Bale. Workshops will provide people with a high-quality educational experience in sustainable building techniques. Exact workshops details and requirements will be determined once the project has received approvals to progress.

The strawbale wall and seating workshop will be held over 2 weekends. The skills which will be learnt include prepare structure to lay bales, secure wall, build abnormal shapes, render types, application of render.

The Cob oven workshop will be held over 1 weekend and will include preparation of the structure for earth bag laying, build and rendering.

Workshops will be open to members of the public and will be promoted locally through community groups, gardens newsletters and the council’s local messenger seeking expressions of interest. The strawbale and cob oven build will be restricted to 20 participants.

**Stage 3 - Cultural Arts Mural – Conciliation event**
Once the gazebo infrastructure has been completed, the final touches will be added. This will include selected sections of final coat render that’ll allow the application of mosaics, mural using pigment render finish, hand prints etc. This stage will be open for stakeholders to contribute and leave ‘a lasting mark’ on the project if they haven’t been able to participate in prior stages ie. childcare centre and student village, FUSA members, crowdfunder contributors.

The final coat render is when the cultural arts component of the project will take place. A mosaic mural will be embedded in the strawbale wall representing the Dreamtime stories and other culturally significant representations, in collaboration with the Living Kaurna Cultural Centre and Healthy Communities. This will be a great opportunity to build ‘conciliation’ within the community and will be done as a cultural inclusivity community arts event across a weekend in February, potentially as part of the Fringe Festival of events. We will be promoting this event heavily through the local Councils and especially arts and community garden groups.

The Cultural Arts project will be developed in such a way that everyone can contribute through embedding a tile into the mosaic.

**Stage 4 – Kitchen Garden, final fit out, signage** **and celebration**

To promote sustainable building practises, a ‘truth window’ (interpretive signage) will be installed during the rendering process. This will be the centre piece of signage that will briefly state the reason strawbales have been used for the gazebos construction. Alongside this will be signage describing permaculture design principles, as well as to tell the Dreaming story of the mural and acknowledgement to all major financial contributors.

To facilitate education and communication a white or black board could be strategically placed into the render of the bale walls. This would demonstrate the flexible and integrative nature of strawbale building while also creating a facility which stakeholders can use to hold lessons and workshops.

A celebration will be held once the previous stages have been completed where a kitchen garden will be established in the surrounding landscape of the gazebo. An invitation will be sent out to all stakeholders involved in the project and promoted around campus. The Flinders Community Permaculture Garden Club will organise this event as a thank you to everyone who has committed time, energy and money across the life of the project.

## Project Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Id | Description | Who | Scheduled Start | Scheduled Finish | Predecessor[[1]](#footnote-1) |
| 1 | Project documents and materials complete | Project Manager and FCPGC President | 1 May 2013 | 30 August 2013 | - |
| 2 | Stakeholder strategy executed | Project Team Stakeholder subcommittee | 1 July 2013 | 30 November 2013 | 1 |
| 3 | Community Outreach and fundraising campaign | Fundraising Team | 1 August 2013 | 30 December 2013 | 1 |
| 4 | University approval attained | Project Manager and FCPGC President | 30 August 2013 | 15 October 2013 | 2 |
| 5 | Council building approval gained | Project Manager | 1 September 2013 | 15th November | 4 |
| *6* | Achieve fundraising target  | Project Team | 1 August 2013 | 30 December | 3 |
| *7* | Site preparation | Consultant | 1 December 2013 | 30 December 2013 | 5 |
| *8* | gazebo build  | Project Manager | 1 January 2014 | 30 January 2014 | 7 |
| *9* | workshops | Project Manager | 1 February 2014 | 30 March 2014 | 8 |
| 10 | Celebration  | Steering Committee |  | 30 April 2014 | 9 |

## Budget & Expenditure

**The expected expenditure for the lifecycle of the project is itemised below**.

**EXPENDITURE**

How the money will be spent (attach quotes if possible):

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Materials for the gazebo structure | $8325.00 |
| Materials for strawbale structure | $5450 |
| Pizza Oven materials | $2000 |
| Materials for mural artworkPromotion, marketing and interpretive signageEngineering, Insurance etcCatering for workshopsConciliation eventLabourKitchen Garden workshop and gazebo fit out | $2000$3000$4000$150$1250$3000$700 |
|  |  |
| **Total Project Expenditure** | **$29875** |

**Fundraising targets:**

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Amount** | **Confirmed** |
| Requested from Council | $ 1500 | / No |
| Cash Sponsorships | $ 7000 | / No |
| Marion Council  | $ 5000 | / No |
| Flinders University Student AssociationFlinders University Building and Property Organisation’s cash contribution | $ 2000$ 4000$ 3000 | Yes /Yes/ Yes /  |
| House of Bale In Kind Contributions (volunteer contribution) | $ 3000$4392.00 | Yes /  |
| **Total Project Income** | **$30892.00** |  |

**Current available funds**

We have $3500 in funds in Flinders Community Garden Club bank account.

A working budget and current expenditure document will be maintained separately from the project business plan on the[strawbale google+ drive.](https://drive.google.com/a/wilderness.org.au/?tab=mo#folders/0B8RmotYUL_y6SUR0ZmJCUkVBTHc) All budget and expenditure statements will include estimates of ongoing costs that will ultimately support project outputs.

## Other Resources

A stall equipment kit will need to be developed to aid the Community Outreach Campaign. Resources required are listed below:

* Strawbale ‘seating’
* Banner
* Plants, Gnomes
* Information pin board with strawbale plans, laminated photos of garden
* Garden brochures and general information
* House of Bale pinboard information
* Produce for sale at events – cakes, olives, planting seeds
* Information about “workshop Wednesdays”

## Assumptions and Constraints

### Assumptions:

* That Building and Property Department request one of their contractor engineers re-draw the concept back and hand back a gazebo building plan which will meet industry building standards and codes.
* The University will facilitate the site preparation and geo survey in preparation for construction.
* funds needed are raised.
* Fundraising campaign and grant applications achieve budget expectations.
* The project team are committed to seeing out the project through
* Materials are sourced
* Project will receive the approval by university and council.
* House of Bale is willing to conduct workshops at desired in the desired timeline

### Constraints:

* Lack of funds generated.
* University and council approval time may blow out project timelines, and may not get approval.
* Project is dependent on support from stakeholders. Particularly the Building and Property division of the University.
* Group coordination, commitment and creativity – we must have a committed project team in order to deliver.
* Community outreach campaign does not achieve the goal of generating greater awareness of the community garden and the gazebo project, leading to a lack of involvement of workshop participants in strawbale building workshops.
* Holidays - may not be an ideal time for getting the community involved as students tend to travel abroad.

## Relevant Government Policy, Legislation and Rules

The identified relevant Government legislation and rules which will need to be followed for this project are the Building Code of Australia (BCA), a uniform set of technical provisions for the design and construction of buildings and other structures throughout Australia. The BCA is produced and maintained by the Australian Building Codes Board (ABCB), and given legal effect through the [Building Act 1975](http://www.masterbuilders.asn.au/laws-codes-and-regulations/building-act).

Australian Standards have been developed for the building and construction industry, which add to the safety, efficiency and cost-effectiveness of building in Australia. A standard is a document that provides rules, guidelines and often detailed technical specifications for activities undertaken in the industry.

A number of the building and construction standards are referenced in regulations, including the [Building Code of Australia](http://www.masterbuilders.asn.au/laws-codes-and-regulations/building-act/building-code-of-australia), which means it is compulsory to undertake work in the way in which it is specified.

The Strawbale Gazebo project will require Full Development Approval by the Mitcham Councils Development Approval Assessment Panel. This project should fit under a Category 1 development and take approximately 6 to 8 weeks to process and gain approval through council.

# Project Management Plan

## Governance

* Project Sponsor[[2]](#footnote-2): Flinders Community Permaculture Garden Club
* Club President: Kegan Daly
* Project Manager: Tammy-Jo Sutton
* Project Team: Lizzie Taylor, Sarah, Bella, Cristel Chambers, Josh McLean, Necteria, Bridgett, Cameron
* Reference Groups: Flinders Environmental Action Group, Chris Day
* Working Groups: Community Outreach/ Fundraising team. Stakeholder engagement group. Construction team.
* Quality Consultants: Lance from House of Bale, Peter Lockett from Flinders University Building and Property division, Katherine Negrin

## Reporting Requirements

Reporting requirements for the Strawbale Gazebo Project are:

Every 3 weeks the project team will meet to discuss project development, identify any issues, review progress and identify next step project action tasks.

A [google+ drive folder](https://drive.google.com/a/wilderness.org.au/?tab=mo#folders/0B8RmotYUL_y6SUR0ZmJCUkVBTHc) has been established which will house all the relevant project documentation. Including, project scope, gazebo concept designs, working budget and current expenditure documents. Original development proposal and project team communications log. A rolling project “WORK TEAM” document will record all project team meeting minutes and store information and any developments in-between project meetings.

All project team members have editing access to the online folder and are able to contribute to documents and upload new information.

If a project team member adds content to the work documents they are required to summaries their contribution in the Communication Log and include a time/ date stamp.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reported by | To whom | Reporting requirements | Frequency | Format |
| Project Manager | Club President | Status Report | weekly | Written or verbal |
| Club President  | Project Manager | Status Report | Weekly | Written or verbal |
| Project Manager | Project Team FCUGC | Status Report at project team meeting | Every 3 weeks  | Written or verbal |
| Working groups | Project Manager and Club President | Status Report at project team meeting | As required  | Written or verbal |
| Project Team Members | Project Team FCUGC | Status Report at project team meeting | Every 3 weeks | Written or verbal |
| Quality Consultants | Project Manager | Status report | Beginning of each phase | Written or verbal |

## Stakeholder Management & Communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | What they could contributed to the projects | How they will be engaged | Frequency | who |
| Buildings and Property Department* Peter Lockett
 | Finances, knowledge. Approval through the university for the project to go ahead | Regular meetings. Submit official business planDevelop funding letter and presentation.  | MonthlyAs requestedAs requested | Project Manager.  |
| Grounds and maintenance | Support, site preparation?  | Informal discussions | As required | Club President |
| Sustainability Officer* Barnaby Smith
 | Project supportAssistance with building relationships through uni departments.  | E-mail, meetings as needed | As required Touch in at least once every 2 months  | Club President or Project Manager |
| Vice Chancellor and Deputy Vice Chancellor | Financial contribution through contingency fund. support for project Approval through the university for the project to go ahead | Letter overviewing project and business case | Once offFollow as required.  | Stakeholder engagement team |
| Uni departments * School of environment,
* health/sciences, education,
* Sturt campus
 | Awareness support for project | Letter overviewing project and business case | Once offFollow as required. | Stakeholder engagement team |
| Maths and science school | awareness, a space to use, contributing funds, student support | Letter overviewing project and business case | Once offFollow as required. | Stakeholder engagement team |
| Flinders Housing  | Awareness, participation  | Letter overviewing project and business case | Once offFollow as required. | Stakeholder engagement team |
| Flinders University Student Association | Financial supportsupport for projectstudent community awareness engagement | Presentation at FUSA meeting | 6th Augustas required | Club President  |
| Council | Building approval. Grant?  | Formal application  | Once off once project plan is prepared | Project ManagerOrBuilding and property |
| Flinders students | Engage into the project | Community Outreach Campaign | Regularly – refer to outreach plan on google+ drive | Community Outreach Team |
| House of Bales | Workshop facilitator - contractor | Building / workshop quotes. Develop a work contract | Monthly Follow up as required. | Club President |

# Risk Management Plan

There are a few risks associated with the project, which the project team will need to be monitored. The biggest risk is that we do not raise the desired funds in order to build the gazebo. The entire project is dependent upon the university approving the initiative. If they say no then we are unable to progress. If the project blows out beyond the timeframe identified then key project team members will be unavailable to help. Another minor risk is around OHS&W concerns during the construction phase but these are low.

Proposed mitigation strategies,

Each risk will have a proposed mitigation strategy and is outlined in Appendix A Risk Registry. If the University blocks the development of the gazebo and does not approve the project we will need to consider a much smaller fall back project – such as strawbale seating area in garden around the fire place.

In order to accommodate unknown expenses across the lifecycle of the project we have allocated a contingency fund as part of budget.

The Project Manager Tammy-Jo and Club President Kegan will review the risk management approach every 2 months and reportback through status reports during project team meetings.

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# Quality Management Plan

Quality Management controls will monitored and applied across the entire lifecycle of the project and reviewed upon the delivery of each milestone. This section will continue to be developed. Some cross-checking standards / team rules will practised in order to implement a quality management plan including:

* Everything is seen by two pairs of eyes (specifically any project documents, campaign materials, sponsorship letters etc) before they are sent out or shared to stakeholders etc;
* Every project team member will have a buddy check-in whenever possible to aid task completion and give support.
* Formal methods of review and testing will be used during regular project plan meetings to ensure the project is tracking on schedule and recorded via minutes on the project’s google+ drive.
* All major project plans and documents will be signed off by the project team steering committee of the Flinders Community Permaculture Garden Club.
* All project team members are required to quality check their own work, and be open to constructive feedback. All feedback is to be done using an Appreciative Inquiry lens.
* An independent review and test plan will be established by Katherine Negrin, a past Garden Club President to quality check all major stages/phases of the project.
* The Building and Property will be responsible for the construction stages 1 is quality managed.
* House of Bale will be responsible as part of their formal contract that the interactive workshops have a quality management plan established.
* The Project Manager will be responsible for the oversight of the broader quality management plan as it develops across the lifecycle of the project.

# Project Closure & Outcome Realisation

Project Manager, Tammy-Jo Sutton and Club President, Kegan Daly will be responsible for monitoring the progress of the overall project development. The project will be closed once a celebration has been held, the gazebo building is placed upon the university map and club members are able to begin using the gazebo for workshop purposes.

An evaluation of the project will be held with the goal of capturing lessons learnt from the entire gazebo process. A documentary of the entire journey will be developed. Grants will be acquitted and thank you letters will be sent to all stakeholders and key donors.

**References**

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# Appendices

# Appendix A: Risk Register

| Id | Description of Risk  | Impact or consequence | Likelihood/ Seriousness | Grade | Change | Mitigation Actions (Preventative or Contingency) | Individual/Group Responsible for Mitigation Action | Timeline for Mitigation Action |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <n> | <Description of risk> |  |  |  |  |  |  |  |
| 1 | $20000 in funds are not raised | The project will not be able to go ahead | M | C | \_ | Reassess fundraising strategy.2nd round of crowd-funding push. | Project team |  |
| 2 | University does not buy in and approve the project | The project will not be able to go ahead | L | C | - | Develop fall back project – A strawbale seating area in garden.  | Kegan  |  |
| 3 | Plans and Building approval is not granted by the Council  | redraw the designs and building plan – adding additional cost to the project | L | D | - | Ensure that the engineer designs the plans which will meet be building codes and standards.  | Tammy-JoBuilding and prop |  |
| 4 | Over spend on budget   | Failure to complete project | M | C | - | Project – need to expand fundraising program. Increase in workshop cost. | Project Manager |  |
| 5 | Project time blow out | Key project members will not be able to continue the project | L | C | - | Project manager will be responsible for keeping everyone on track and regularly touching in with project team to ensure that the project is tracking well.  | Tammy-Jo – Project Manager |  |
| 6 | OHSW concerns around construction | Potential risk of accident | L | N | - | Safety briefings will be conducted. Eye wear will be worn and safety equipment will be available.  | Kegan – Project Sponsor |  |

**Key to Risk Rating Symbols used:**

|  |
| --- |
| Rating for Likelihood and Seriousness for each risk |
| L | Rated as Low | E | Rated as Extreme (Used for Seriousness only) |
| M | Rated as Medium | NA | Not Assessed |
| H | Rated as High |  |  |

|  |
| --- |
| Grade: Combined effect of Likelihood/Seriousness |
|  | Seriousness |
| Likelihood |  | low | medium | high | EXTREME |
| low | N | D | C | A |
| medium | D | C | B | A |
| high | C | B | A | A |

|  |
| --- |
| Recommended actions for grades of risk |
| Grade | Risk mitigation actions |
| A | Mitigation actions to reduce the likelihood and seriousness to be identified and implemented as soon as the project commences. |
| B | Mitigation actions to reduce the likelihood and seriousness to be identified and appropriate actions implemented during project execution. |
| C | Mitigation actions to reduce the likelihood and seriousness to be identified and costed for possible action if funds permit. |
| D | To be noted - no action is needed unless grading increases over time. |
| N | To be noted - no action is needed unless grading increases over time. |

|  |
| --- |
| Change to Grade since last assessment |
| NEW | New risk | ↓ | Grading decreased |
| — | No change to Grade | ↑ | Grading increased |

Construction phase material list

**Gazebo structure**

* natural timber central column
* Wooden columns
* Concrete
* Wooden columns
* Wooden beams
* Top plates
* Screw and nuts
* Hire of cement mixer
* Bricks
* Roof screws
* Plastic piping
* Reinforcement bars
* Stirrups
* Plastic sheeting

**Strawbale walls and seatings**

* Straw bales
* Galvanized iron
* Tie rope and gripples
* Render – sand, clay, other
* Chicken wire
* Waterproofing agent for render

**Cob oven workshop materials**

* poly tubular bag rolls
* sand
* clay
* barbwire
* pizza oven bricks
* agricultural pipe
* gravel

**other**

* Wood for display cases
* Protective cover for display cases
* Hire of tools

Project Schedule Gantt Chart



Project team task assignment chart



1. Activities in the Predecessor column must be completed prior to this activity commencing. [↑](#footnote-ref-1)
2. In many cases the Project Sponsor will also be the Business Owner. [↑](#footnote-ref-2)