MPAC Project Patrol Requirements

Mission Statement

The purpose of this project patrol is to manage the MPAC building from design through to construction. The main roles in the patrol involve project planning and management as the construction phase will be tendered out. If there are Rovers within relevant construction industries who wish to apply for tender they would be welcome to in later stages of the project, however building services are not a requirement for patrol members.

# Project goals

1. Apply for planning and building permission with shire
2. Cost current building designs
3. Explore possible alternatives
4. Compile information and write up project tender for contract
5. Choose contractor and maintain communications with them throughout construction

# Role descriptions

These role descriptions form a basis for each position that has been foreseen on the project patrol. Once a patrol has been established responsibilities can be further defined to suit those involved in the project.

Some roles may also have an aspect of mentorship/menteeship with other roles depending on the applicants.

Ideally all five roles are to be filled by Rovers, however if this is not possible ex-rovers may be considered.

## Project manager

* People management
* Meeting organisation (monthly)
* Recording progress & minutes
* Action items, check in and reminders
* Scheduling and timeline adherence
* Communications and updates to VRC and Mafeking where necessary

## Finance & budget

* Cost estimations/organisation
* Expense tracking
* Financial negotiation clarifications of funding

## Construction liaison

* Point of contact with contractors
* Defects check organisation

## Design and communications

* Consideration of alternate building designs
* Communications with tenderers and quote people

## Tender lead/secretary

* Keep track of inwards and outward correspondence
* Project information organisation
* Tender writing setup and lead
* Communicate with scouts victoria regarding tender process and advice

## Shire/planning liaison & RA

* Planning and building permit submissions
* Communications with shire
* Advisor

General/Shared tasks

* Attend monthly meetings
* Inward and outward communications
* Delegated tasks to do with project organisation

# Promotion

The following outlets may be used to promote the opportunity.

This may be promoted as a project for those wishing to extend themselves and learn new skills, be involved in Rover assets, complete a community development project (most likely the project manager role), receive/provide mentorship within rovers, complete service to the section.

## Facebook

* Victorian rovers page
* Vic rovers members group
* Mafeking page

## Scouts/email

* Be informed – target ex rovers if necessary and direct contact to rovers
* Rovers weekly newsletter

## In person

* VRC
  + Region meeting
  + Sub-committee meetings
    - Crew meetings
    - Word of mouth

# Timeline/Milestones

1. Obtain five rovers for project patrol
2. Meet and establish roles, monthly meeting dates, expectations, team goals
3. Planning permission & building permission
4. Quantity surveyor & Costing // exploring building designs/options (prefab?)
5. Update to VRC and Mafeking
6. Tender writing
7. Publish tender
8. Select contractor
9. Contractor terms and financial agreement
10. Building and ongoing project management (construction liaison)
11. Design payback to scouts Victoria and management conditions
12. Handover to Mafeking for management