

Planning Process Group Artifacts

5.2 Collect Requirements

5.2.1 Project Charter

PMGT 690, ERAU, Prof. Sherman

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5.2.1 Project Charter (Input):

This project charter was taken from PMGT 502. It includes the Charter along with the scope statement, stakeholders and other requirements of the project. This document reflect an adequate input for the Collection Requirements process.

Project Statement of Work:

This project will focus on replacing the porcelain tile flooring on the TU1 pedestrian bridge at Salt Lake City International Airport. The Salt Lake Department Airport project team will plan to renovate this bridge. Work will include removal of the existing flooring, concrete floor preparation, installation of the new porcelain flooring on the bridge and transition flooring as required to match existing thresholds.

Strategic Plan (Goals):

- Plan an effective communication plan for Salt Lake City Department Airport project team's flooring renovation plan. - Identify all key stakeholders within this project and develop a stakeholder register - Produce a stakeholder management plan to set up this project up for success.

Scope

The plan for this project is to develop an effective communication plan SLCDA project team to renovate the TU1 pedestrian bridge with the proper flooring tile, within the allotted funds and on schedule. This team will begin by identifying key stakeholders in order to build the appropriate stakeholder register. Next, this team will develop the stakeholder management plan to facilitate communication among all stakeholders and the project management team.

Business Case (Justification):

The business need for this particular project was that in 2012, SLCDCA replaced the old frizz-tile flooring with a 3mm thick porcelain tile as an experiment. The thickness of this tile did not meet specifications and as a result the tile will need to be replaced. The new tile that will be used is also going to be used throughout most of the airport if it meets standards and safety specifications.

Key Stakeholders (Internal)

Customer Salt Lake City Airport Sponsor City Council Project Manager Michael Johnson

Project Team Charlie, Kristin, Matt, Jose Contractors SLCDCA project team Airline Departments Security, Parking, maintenance, operations Top management CEO, board of directors

External Stakeholders

Media Press, public affairs Quality/Safety OSHA, QA Subcontract Materials, flooring

Milestones:

The planning for this project will begin 1 July 2016. The communication plan will be completed by 1 August 2016 and construction will start on 1 September. The overall project will be complete by 1 November 2016.

Budget:

The estimated cost at completions would be \$463,000. This consists of but not limited to: construction, design, testing, expenses and contingency.

Constraints, Assumptions, Risks & Dependencies

Constraints : Type of porcelain tile selected must be within budget and be within proper thickness to meet specifications and safety standards.

Assumptions : The SLCDA project team will coordinate with subcontractors to carry out and execute all renovations for this particular project within budget and under schedule.

Risks and Dependencies :

The TU1 pedestrian bridge will be closed for the duration of the project. This may cause a backup of pedestrian traffic at other designated areas and cause frustration to the general public.

Approval Signatures:

_____	_____	_____
John Smith, CEO (Customer)	Jack Brown, Chair SLC City Council (Sponsor)	Michael Johnson, PM SLC Airport Project Manager