# Project Framework

## Project Background

Emanon College’s strategic direction is to promote itself as a top-tier, state-of-the-art business and technical college. There has been a significant shift in the need to use computer systems, even in non-technical subject areas. There are currently only five computer labs on campus, with a total of 100 workstations that are all more than five years old. These labs are all used 14 hours per day; some classes have two students per system, and the intent in the Fall term is to increase course offerings that will require extensive use of computer lab facilities.

## Need/Requirement

The college does not have sufficient computer lab space to handle the increased demand, and the systems in the labs are rapidly becoming obsolete. A feasibility study was conducted to determine the computer lab needs of the college in more measurable terms. The result of this study was a recommendation to undertake a project to double the number of computer labs and computers in the college, and update all of the lab equipment to current technology.

## Project Objectives

The objective of this project is to build ten computer labs at Emanon College to increase the lab capacity by 100% and equip the labs with technology that is no more than one year old before Fall classes start this year.

## Assumptions

| It is assumed that: | This will be validated by: |
| --- | --- |
| * The existing labs have the electrical and network capacity for the new lab equipment. | * Conducting a site review during development of the design specifications for each lab. |

## Constraints

The following restrictions apply to the project:

| Constraint imposed on project: | Reason: |
| --- | --- |
| The project must be completed no later than August 28 this year. | Because classes begin the following week in the labs. |
| The project must only use approved vendors in accordance with the college’s procurement policies and standards. | Because the college must comply with all government procurement and competition regulations. |

## High-Level Time and Cost Estimates

The budget-level estimates for the duration and cost of this project are:

* Duration: 6 - 9 months
* Cost: $1.25M - $2M dollars

# Roles and Responsibilities

## Project Sponsor/Key Stakeholders

Sponsor: Kazaki Mikami, President, Emanon College. Provides the high-level requirements and authorization for the project to proceed. Provides funding and authority to use college resources to complete the project.

Management: Dev Nilsson, Director, Information Systems Department. Provides detailed requirements and technical resources to the project.

Key Team Members: Milena Galván, Senior Purchaser, Supply Department. Provides assistance and guidance on procurement processes.

Daniel Woodrum, Facilities Manager. Provides detailed requirements, facility access, and resources to the project.

## Responsibilities and Authority of the Project Manager

### Responsibility

Rebecca Brown is assigned as the Project Manager for this project. Rebecca will be responsible for the successful achievement of the project objectives within the defined constraints. The project manager will work with managers to ensure that that the project is properly staffed, and all project resources are used effectively and efficiently. The project manager’s responsibilities include:

* Managing formal project communications between the project stakeholders.
* Preparing a project plan that is realistic and accepted by both the client and the sponsor.
* Communicating project information.
* Leading the project team and staff through project planning and execution.
* Monitoring project performance and taking corrective action when necessary.
* Managing and controlling project changes to meet the requirements without adding unnecessary features.

### Authority

To ensure that the project meets the objectives, Rebecca is authorized to manage the project and issue directives to perform tasks necessary to complete the project. Additional directives may be issued through the office of the project sponsor. The project manager is also authorized to:

* Control and distribute all project funds, including procurement, such that company and project cash flow limitations and policies are adhered to.
* Amend any project staffing assignments within the company policies.
* Engage sub-contracts for project resources under a total of $250,000 per resource, with a maximum spending authority not to exceed $2,000,000 without consent of the project sponsor.
* Approve project changes with impacts of less than $100,000 or 20% of the baseline project duration, unless the changes have significant impact on the original requirements or objectives of the project.
* Negotiate with functional managers for project staffing and resource assignments.
* Delegate responsibilities and authority to functional personnel, provided that the line manager agrees that the employee can handle the assigned responsibilities and authority level.

# Authorization to Proceed

This project is approved. By signing this document, the following person authorizes the project to proceed based on the requirements and objectives documented in this project charter:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Executive Sponsor | K. Mikami |  | 2 January |
|  |  | Kazaki Mikami |  | Date |