PROJECT CHARTER: Montag Office Addition

1. Overview of Functionality
Campus Life seeks to improve and invigorate the place/space in Montag Student Center to better impact students. Several key needs have been defined that will assist in the impact improvement:

- A creation of office space in the Montag first floor area
- Ideally two separate offices, with individual lighting controls
- Glass in the separation of space for transparency of function and visibility

2. Key Benefits
- Adding two professional Campus Life Staff who will occupy the space(s)
- Improve the connection of the outdoor club rental space and professional employees responsible for the functions accomplished through this space.
- Campus Life Staff will provide professional programming to the Montag Space
- Improve the “Value” perception by consumers about use of the space.

3. End Deliverables
The remodel must deliver the following:

- A space that will comfortably hold 2 professional staff.
- (2) offices, to each other, that hold these same (2) professional staff.
- Office(s) contain store front glass for visual connection to the rest of the Montag Student Center.
- Hardwired internet and television (Dish Network) connectivity to office(s).
- Functionality of the office(s) to the satisfaction of the VP for Campus Life.

4. Success Measures
- Fully implemented by beginning of Fall Term 2016
- Implemented within the budget constraints prescribed in this project charter and agreed to at the beginning of the project.
- Available in August as early as possible, subject to building occupancy permits and check list signed off by fire marshall, contractor and project planning leader.

5. Estimated Costs
Construction Costs: $40,000
FF&E: Incl.
DM/PM: Incl
Technology: Incl.
Infrastructure Improvement: None.
Consulting Services/Architect: In Baxter project drawings.
Purchased Labor: N/A

6. Major Assumptions and Constraints

Assumptions:
- Campus Life or student cannot occupy space until Baxter Project work is completed.
- All project requests and scope changes by Project Sponsor(s) are addressed through the WU project manager.
- All resources needed to complete the project are made available to suppliers and contractors in the timeframe prescribed.

Constraints:
- Resources and time needed for implementation totalling X hours, broken down as (identify resources by name if possible):
  - Inadequate funding available to complete the project;
  - Planning conflicts
  - A decision outside the control of Planning or Campus Life that changes the timelines or intended outcome.

7. Major Risks - Mitigations

- This project is not approved as a means of prioritizing future Montag Projects. This is not a campus project. This is an area sponsored project to create offices for two staff. No other space reallocation in Montag has been approved with this project.
- No central use of conference rooms, meeting spaces or public spaces in Montag have been “reallocated” to accommodate this project, or its associated programming.
- No financial resources have been approved for any future changes or improvements to the Montag Center.
- The existence of multiple simultaneous project implementations, may challenge or affect the timeline.
● A reorganization of Montag spaces, or uses in the future may make this space allocation less useful.
● The removal of the ceilings will cause unabatable fluctuations in temperature, and may increase noise. This may have an adverse affect on working conditions.
● Removal of the ceilings may not work because of low hanging pipes, ducts, etc.

8. Responsibilities of Sponsor, Leader, Team, Customer

**Executive Sponsor:** provide that the funding for purchased products and services are needed to complete the project, and authorizes employees to work on the project

**Sponsor(s):** Provides resources needed to evaluate the requirements, evaluate alternatives, review and test the outcome, receive the project results, and train the end users on use.

**Project Manager:** determine the tasks needed to complete the project and make sure each task has the resources needed; monitor progress and take corrective action when needed to keep the project on track

**Team:** complete the assigned work in the time allotted

8. Approval Signatures

Executive Sponsor: Jim Bauer-Planning ___________________________

Sponsors: Ed Whipple, Campus Life ___________________________

Project Manager: Jan Gardner ___________________________