PROJECT CHARTER: Smullin Office Connection

1. Overview of Functionality
CLA Dean's office seeks to add office connectivity to improve communications and better impact students. Several key needs have been defined that will assist in the impact improvement:

- A connection between the CLA Dean office space to offices presently occupied by WITS.
- Ideally, the connection allows relatively seamless access to three offices, and a conference room
- Assist staff in moving to and from their present offices

2. Key Benefits
- A home for the CLA Dean and associated staff who will occupy the space(s) in an academic building.
- Improved communication and functionality is accomplished through this space.

3. End Deliverables
The remodel must deliver the following:

- Reasonable connection between spaces that will provide people access.
- Connection will take place through the present “Help Desk” area.
- This connection will add the use of the present conference room to CLA Dean's office use.
- Functionality of the connection to the satisfaction of the CLA Dean

4. Success Measures
- Fully implemented by July 22nd, 2016
• Implemented within the budget constraints prescribed in this project charter and agreed to at the beginning of the project.
• Available 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: $12,000
FF&E: N/A.
DM/PM: N/A
Technology: N/A
Infrastructure Improvement: None.
Consulting Services/Architect: N/A
Purchased Labor: N/A

6. Major Assumptions and Constraints

Assumptions:
• Any new desks or furnishings are the responsibilities of the Dean's budget, not project budget.
• WITS staff will relocate, however they will preserve access to the present server space.
• The present doorway into current WITS offices will be moved closer to the central hallway.
• Connections between the two office areas will use doors so the existing area will be lockable.
• Sue Weaver needs to be moved to the Dean's Suite by 6/24/16
• All resources needed to complete the project are made available to suppliers and contractors in the timeframe prescribed.
● The windows in the present “help desk” area that visually connect the hallway will not be filled in, unless instructed otherwise.
● The built-in reception desk in the present “help desk” area will be removed.
● The existing conference room will not be changed.

**Constraints:**

● Resources and time needed for implementation.
  ○ Inadequate funding available to complete the project;
  ○ Planning conflicts
  ○ A decision outside the control of Planning or the CLA Dean's office that changes the timelines or intended outcome.
  ○ Lead time for new door to the central hallway.
  ○ Time required for City of Salem to review and approve building permit application.

7. **Major Risks - Mitigations**

● A surprise in construction not revealed by drawings or preliminary inspections.
● A code issue not presently visible.
● A moving or desk related snafu, outside the scope of this project.

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: Sarah Kirk, CLA Deans Office ________________________________

Sponsors: Mark Conliffe, CLA Deans Office ________________________________

Project Manager: Mark Mazurier ________________________________