

5.1.1 Project Charter

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Embry-Riddle Aeronautical University Worldwide Campus

Project Management Capstone

PMGT 690

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Dinglehopper Kitchen Remodel Project (Excerpt)

Group 4 – Communication Plan

Benjamin Srock

Embry-Riddle Aeronautical University Worldwide Campus

Effective Communication for Managing Projects

PMGT 502

Ki-Young Jeong, Ph.D.

Kitchen Remodel Project Charter

Introduction

Business Objective

The objective of this project is to renovate a two-hundred square foot, single family home, kitchen within a six-week timeframe within the pre-determined budget of thirty thousand dollars. The project core team to work to develop the initial renovation plan and design under the supervision of the recognized stakeholder(s) of the project. It is understood that the upfront deliverables and project milestones include, but are not limited to demolition; framing and drywall installation; plumbing and electrical improvements; cabinet and appliance installation; site clean-up; and project handoff. Raw material vendors will be selected up front, with approval from stakeholders no later than September 2016. Renovation design and plan (timeline) shall be approved and implementation initiated by October 2016. A ten percent contingency will be incorporated into project plans and overall budget (inclusive of materials and labor).

Scope

The Kitchen Remodel project is to improve the functionality of the kitchen and to increase the value of the home. The success will be determined by adherence to local, and state, building code inspections—as well as the final inspection by the Homeowner, and on-time delivery of the project.

Project Charter

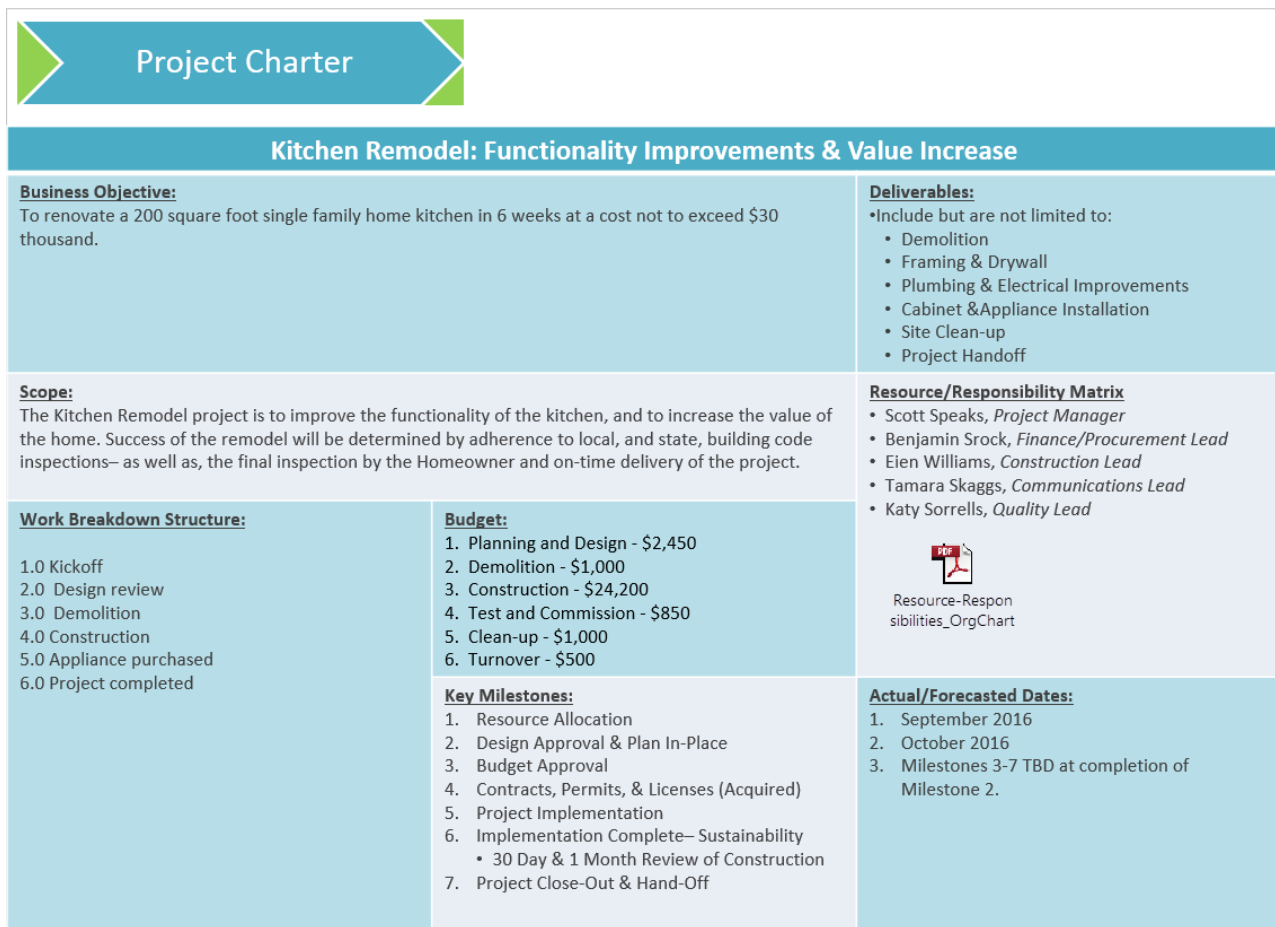


Figure 1: Project Charter: Kitchen Remodel

Roles & Responsibilities

Core Project Team

- Scott Speaks, Project Manager
- Benjamin Srock, Finance/ Procurement Lead
- Eien Williams, Construction Lead
- Tamara Skaggs, Communications Lead
- Katy Sorrells, Quality Lead

Roles & Responsibilities Matrix

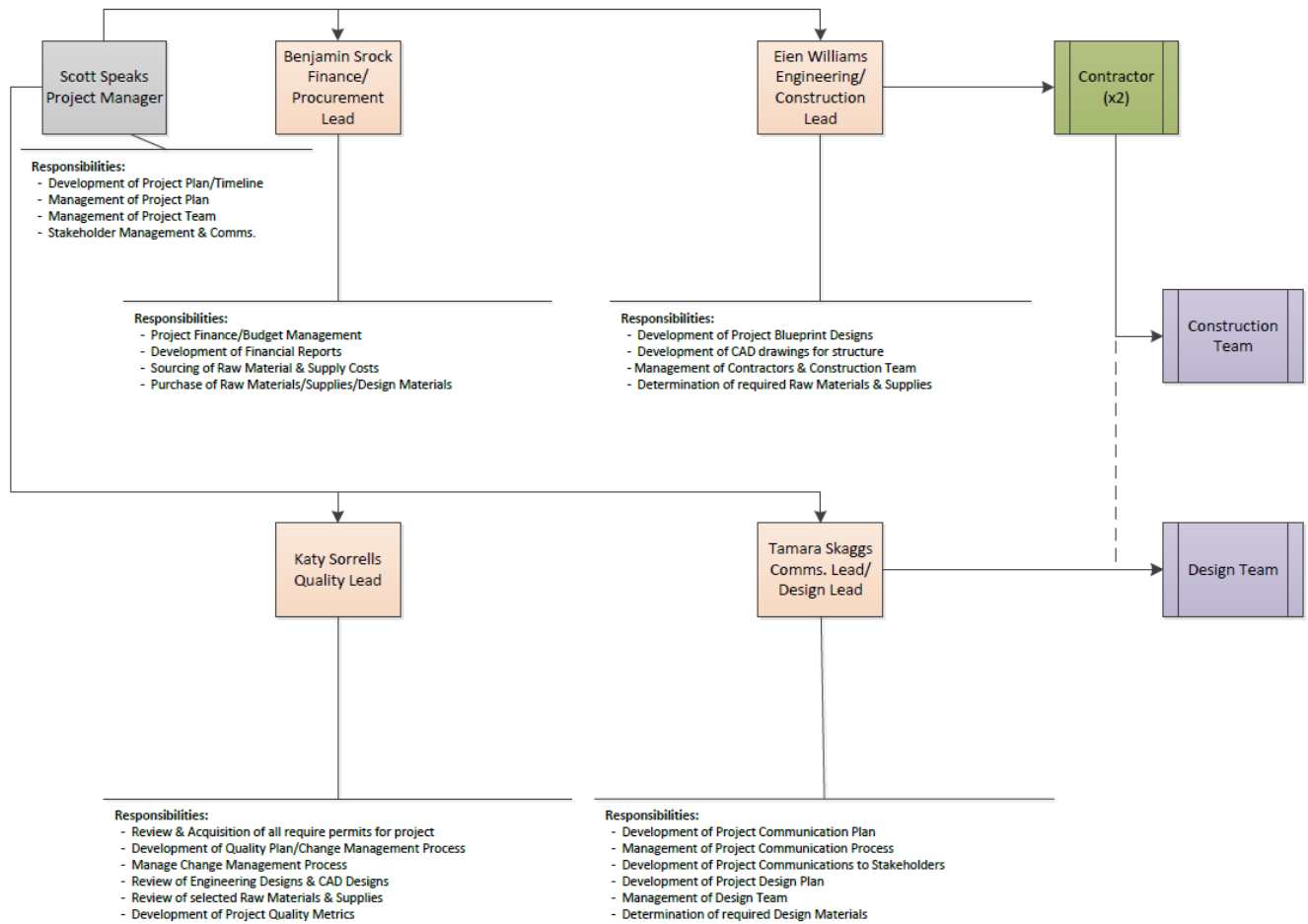


Figure 2: Project Roles & Responsibilities Matrix