Project Charter

BUS 611 Project Planning and Management

Instructor:

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Project Charter

A charter document is vital in giving direction to the team in project management as it helps in the specification of the roles and responsibilities. There is an assessment of the budget allocated to the project, and this guides the variation that is likely to take place and the evaluation of the changes that should be instituted to manage the efficiency of the project. For Roto Air, the project charter is vital in helping to focus on the transition process and the sponsorship of the change that guides the scope of the project. The justification in the transition process analyzes the budget allocated and stating of the standards in safety guiding the adherence to the specific changes in the environment

The Case for transitioning the Product to Florida

The case identifies the need to move the product to Florida, the problems that it will solve and the resources required to save on the costs associated with the timely delivery of the project. The company proposes to transition, and the focus is on getting a permanent site in manufacturing. The new location will lead to a reduction of costs as taxes are lower, and since the company owns the space, there are no costs on renting. The approving of the $1M budget will focus on funding of the transition process, and the estimation of use of $250,000 means that the company will save on costs in the new environment. The project manager has the responsibility to ensure the process is smooth and this will help in the assessment of the specifications of the project and employee training.

Scope Statement for the Transition Project

The scope statement helps in defining the project and sets the boundaries of the completion of the works. The scope or the project includes transitioning of the processes successfully and ensuring there is the quality of the functioning through the use of the machinery specialized in the production process. The training of the employees is vital in overseeing of the project, and this will focus on adjustments that guide the completion of the project and preparation towards the start of the project. The approval of the budget and the control by John Golden will focus on the allocation of the resources to the different activities and assessing of the roles that the team plays. It is important as it guides the transition of the schedules of the project and this helps in the employment of change in the long run.

Project Sponsor

The undertaking of the project is to streamline the production process and guide the quality of the product. The interest of the sponsors means that the project has support and this will help in increasing the outcome of the project (Yana Derenskaya, 2018). The sponsor in the case is Jackie Copperfield that is the CEO and the support that he gives the project is important as it increases the chances of success. The role played is to ensure the project is performed according to the stipulated budgets and that there is a meeting of the deadlines helping to increase the efficiency of the decision making process. The opportunity of participation of the senior management is increased, and this leads to the management of change in the organization while analyzing the quality specification of the product.

Top Level Project Schedule

The project schedule is to ensure that the equipment required is in place before the project commences. The employees training will take place within the stipulated time of the project, and this is in three months before the projects start in the sixth month. It will assist in the adjustment of the change of the operations and focusing on the best implementation measures (Bonnal & Rauser, 2017). There is a reduction of the delay period helping to manage the time and the costs of implementation of the project needs. Outlining of the goals of the project and the expectations of the team is to assist in governing of the operations, and this will help to focus on the roles of the project team in adhering to the production schedule.

Overall Budget

The overall budget in moving the processes will cost $1m in the first year of transition. The control of the budget is by John Golden and the plant manager in Florida. They will ensure that the project operation is within the stipulated time and there is an improvement in the management of the different resources. The change in the perception of the project will help in improving the productivity of the team members as they are aware of the schedule and the spending expected from the project.

State and National Safety Standard

The compliance to the occupational safety and health administration is important as it helps in setting the strategies in ensuring workplace safety and the regulation of the health services. The OSHA regulations look at the equipment in place and the protection that encourages the safe execution of the project. The OSHA regulates mandates for the use of protection for the face, head, eyes, and clothing that helps in the reduction of the number of accidents (Sandalow & Garesche, 2018). The employer is responsible for instituting the safety measures in the organization, and this helps in the proper planning of change in the long run. OSHA ensures there is the protection of the employees and the observation of the rules and regulations that employers must adhere.

Conclusion

The use of a project charter is important as it contains the roles and responsibilities of the team and the communication measures required. The importance of the document to RotoAir is to focus on the relocation measures and the costing of the project helping to identify the change in the operations of the company. The assessment of the operational environment will ensure there is growth in the communication process and the application of a change in regulating the transition process.

References

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