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**Project Charter Document**

**Project Name: Roadway Rehabilitation Project 2013-14**

**Departments: Department of Public Works**

**Focus Area: Roadway rehabilitation throughout the installation**

**Prepared By**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Jesse Kahler | Project Manager |

**Project Charter Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 6/30/2014 | Jesse Kahler | No changes have been made |

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# PROJECT CHARTER PURPOSE

**This project was initiated in order to identify, address, and if needed, correct deficiencies to installation roadways in an effort to enhance the traffic movement aboard the installation.**

It has been determined through complaints and on-site assessments from DPW (Department of Public Works), that there has been a considerable degradation of the roads in certain areas of the installation. This has caused the initiation of this project, which will conclude once all roads have been assessed and corrected as needed. This project will ensure that the safety of commuters and pedestrians is brought up to standards set by the Department of Defense, Department of the Army, and the Massachusetts Department of Transportation.


# PROJECT EXECUTIVE SUMMARY

[Replace this text with a high-level view of:

* To assess and repair roadways on board the installation. By doing so, the installation will increase its overall safety for personnel who work and visit the installation. This includes utilizing contractor services and coordination with multiple departments stationed aboard the installation. Through these processes there will be a number or meetings which will address key issues and resources needed to complete the tasks. As a result, roadwork will be conducted in a manner deemed fit by the Installation Commander. The assumption is that these requirements are needed t ensure the safety of personnel and that it will increase future readiness for personnel to complete the mission. Risks associated with this project are the of typical construction type operations. Safety concerns will be addressed in the Planning Phase and assessed in an ongoing basis during the project. Costs average an estimated 1 million dollars per mile completed from start to finish. The projected timeline for this project is one year from the initiation of the Planning Phase to the completion of the conclusion Phase. Organizations involved include the Department of the Army, Secretary of the Army, the Base Commander, and DPW.


# PROJECT OVERVIEW

This project is being completed in an effort to enhance the overall safety of the base personnel. This project will also make vital updates to the current roadways to make them more comparable to roadways being used and constructed using more technologically methods resulting in more advanced roadways.


# PROJECT SCOPE

## Goals and Objectives

|  |  |
| --- | --- |
| **Goals** | **Objectives** |
| To repair or replace roads that have suffered from moderate to severe degradation.  | 1. Provide roadways that enhance the safety of personnel transiting upon said roadways.
2. Decrease the probability of injury to pedestrian traffic traversing near said roadways.
 |

## Departmental Statements of Work (SOW)

|  |  |  |
| --- | --- | --- |
| **Departmental SOW** | **Owner/Prime** | **Due Date/Sequence** |
| Public Works | Ken Smith  | 7/7/2014 |
| Financial Services | Larry White | 7/7/2014 |
|  |  |  |

## Organizational Impacts

|  |  |
| --- | --- |
| **Organization** | **Impact to and Participation of Organization** |
| All organizations | All organizations on board the installation will at some point will have impact to their operations. This will be in the form of changes in traffic patterns and access of lack thereof to certain parts of the installation.  |
| Emergency Services Department | Emergency Services may be required to supplement personnel in order to ensure safety during the project (traffic control, diverting pedestrian traffic to safer areas).  |
|  |  |

## Project Deliverables

|  |  |
| --- | --- |
| **Milestone** | **Deliverable** |
| 1. Completion of Planning Phase
 | * Comprehensive plan regarding the resources needed, timeline, costs, and personnel involved.
 |
| 1. Completion of Project Phase
 | * Roadways will be improved as specified.
* Provide useful knowledge of present public works techniques which will enhance the future operations of the installation.
 |
| 1. Completion of Conclusion Phase.
 | * Roadways will be completed and all issues involved will be rectified allowing the return to normal operations.
 |


# Project Structure Approach

This project will be completed in accordance with applicable Department of Defense and Army regulations, Massachusetts Department of Public Transportation regulations, and federal highway regulations. There will be an extensive amount of oversight to ensure that all tasks are completed with the American public in mind.[Replace this text with a description of how the project will be structured and what approach will be used to manage the project.


# Project Team Organization Plans

|  |  |  |
| --- | --- | --- |
| **Project Team Role** | **Project Team Member(s)** | **Responsibilities** |
| Planning Services | Jesse Kahler | Jesse will conduct duties as the Project Manger.  |
| DPW | Ken Smith | Ken will be responsible for all aspects related to proper roadway construction. |
| Financial Services | Larry White | Larry will ensure all funding is available from the proper allocated moneys for the installation.  |
| Emergency Services  | Laura Brown | Laura will ensure that the needed safety precautions are met. This will be done with a collaborative effort between the other involved organizations. |


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# 7 APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor

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 Executive Sponsor

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Client Sponsor


# 8 APPENDICES

- Proposed timeline of events:



