

- The engineering Department chair
- Director of finance (Joan)

6. Requirements/ Constraints

- Historical (approval of Hilton Heritage Society)
- Material pointist
- Handicap accessible
- 20k
- Reduce safety hazard

7. Risks

- Bad weather (torato rain)
- Having enough volunteers
- Access to Material
- Going over budget (at least 10 not over 20k)
- Equipments may not be available

8. Assumptions

- Material will be readily available
- All the work permits are completed
- All volunteers are ready and available
- That location structurally sound
- Can get equipment needed.

9. Deliverables and Success Criteria

- The project be completed ontime.
- Easily assemble
- Under 20k
- Handicap accessible
- Withstand Elements

- getting approval from Hilton property.

10. Possible Strategies (different methods to achieve the project goals)

- Get extra volunteer on standby.
- Get quotes from several vendors.
- Have funds raisers to add to management reserves.

Project Charter:

Project name: New pathway project

1. Anticipated Start Date

- Spring January 27th, 2020

2. Anticipated End Date

- November 30th, 2020

3. Business Need

- Design and install pathway.

4. Assigned Project Manager

- Steven Phan

5. Project Manager Authority

- Manage volunteers. (assign work - set schedule - time) goals
- Final project approval
- Manage budget and spending, approval up to 1K

6. Project Sponsor

- Executive Director of Facilities Management.

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