

Project Management Plan

General Information – Vision Statement: SWL Engineers holds itself to the highest standards in quality. As a group SWL Engineers will work hard together and individually to complete each portion of the project on time and deliver a high quality product.

Purpose of Project: Update the design spreadsheets for the stormwater retention systems for the City of Orem.

Objective: SWL Engineers will create of a spreadsheet application capable of comparing different stormwater retention devices.. An excel spreadsheet application will be built to analyze the efficiencies and capacities of stormwater retention devices by referring to a database of storm data and percolation rates.

Overview of Scope: the project will be completed by creating a database of percolation rates and analyzing existing data for the orem city area. The data will be accessed through an excel application for the designing of stormwater retention systems.

Major Sponsor -

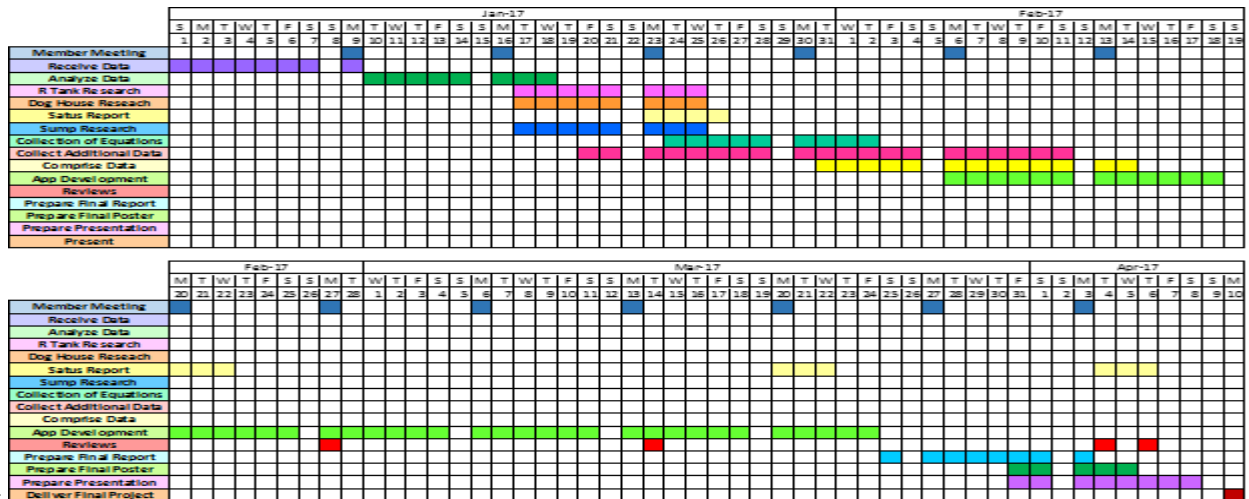
Jared Penrod, EIT | City of Orem | Associate Engineer
jpenrod@orem.org | o. 801-229-7331 f. 801-229-7191 | www.orem.org
 56 North State Street | Orem, Utah 84057

Communication primarily through E-mail. SWL Engineers will also consult the resident professors at BYU when direction to solve issues is needed. Communication primarily through personal consultations by appointment

Organizational Structure –

The team member collaboration plan will be based on working closely with the project manager and sponsor so that we can meet and exceed expectations. The team will meet weekly to account for the progress made on the project, review team member actions, and plan for the next steps needed to be taken to finish the project on schedule. Each team member is expected to act professionally and be open to constructive feedback.

Scope of Work Summary – Summarize the scope of work from the RFP/Proposal and what you learn as you work with your mentor and sponsor.



Budget – No monetary value will be accepted for the work performed. The project will be completed on a “best effort” basis. A \$40 budget will be used towards printing of reports and final poster. A \$30-40 budget will be used towards transportation for testing and meetings. Finally a \$20-30 budget will be used for a lunch meeting.

Communication Plan – the communication plan for the team will be primarily through email. However the team will meet together twice a week for one hour on monday to coordinate the tasks of that week for each individual and again for two hours on thursday to collaborate as a team.