

PROJECT MANAGEMENT PLAN TEMPLATE

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PROJECT TITLE: Solar Generator Feasibility Study
PROJECT ID: CEEEn-2016CPST-011
PROJECT SPONSOR: The Church of Jesus Christ of Latter Day Saints
TEAM NAME: J.A.M. Engineers

1/11/17-CURRENT

TABLE OF CONTENTS

INTRODUCTION	2
PROJECT APPROACH	2
SCOPE OF WORK SUMMARY / MILESTONE LIST	2
COMMUNICATION PLAN AND ORGANIZATIONAL STRUCTURE.....	3
BUDGET PLAN.....	4

INTRODUCTION

The Church of Jesus Christ of Latter-day Saints, the sponsor for this project, is a prominent international religious organization. The Church holds business interests and assets to serve the needs of its members and the community alike. The Cinnamon Creek Campground is one such asset that the church built for providing a safe environment for wholesome outdoor activities for church groups and families. The Church's natural resources department located in Salt Lake City is responsible for maintaining, managing and operating this campground.

The Cinnamon Creek Campground is located near Avon, UT. The Camp consists of nine separate camps with multiple camp sites spread out over approximately 2 miles along a stream which accommodates up to 1,100 campers. The camp has additional amenities such as RV parking, toilets, sinks, hot-showers, amphitheaters. However, the camp does not have any electricity or sufficient lighting at night for the patrons. The purpose of this project is to perform a feasibility study for installing a Solar Generator. This electricity would be used to provide lighting throughout the pavilions in the campgrounds.

PROJECT APPROACH

The Project manager, Sarva, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of capstone students Alex, Mathew, and Jence. The project manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project sponsor Roy. All funding decisions will also be approved by project manager.

The project team will be a unified in that each team member will accomplish tasks throughout the duration of the project. The project manager is responsible for communicating with sponsor on the progress and performance of each project resource.

SCOPE OF WORK SUMMARY / MILESTONE LIST

The below chart lists the major milestones for the Cinnamon Creek Project. There may be smaller milestones which are not included on this chart. Any approved changes to these milestones or dates will be communicated between the project team and project manager.

Milestone	Description	Date
Complete Plan	Project management plan layout	1/11/17
Complete Site visit	This is a site visit so see the layout and the characteristics of the site	1/20/17
Complete usage data	Data needed on the demand of the facilities and peak usage	1/xx/xx
Complete hydro generator cancelation study	Clarification on the hydro generator due to lack of stream water	1/xx/xx

Gis map of sunlight	Completed software and documentation transitioned to operations group to begin production	1/xx/xx
YETI batteris and solar research	Research specifications	1/xx/xx
Find similar project design for storage	See if Roy could get his hands on previous projects	1/xx/xx
Site map of structures and specifications	See if solar can be attached to roof	1/xx/xx
Maintenance cost study		1/xx/xx
Report		
Poster		

COMMUNICATION PLAN AND ORGANIZATIONAL STRUCTURE

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project. This plan identifies and defines the roles project team members. A project directory is also included to provide contact information for all involved in the project. The Project Manager will take the lead role in ensuring effective communications on this project with the sponsor.

Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable
Weekly Status Report	Email summary of project status	Weekly (Fridays)	Sarva's Office	Team and project manager	Status Report
Weekly Project Team Meeting	Meeting to review action and status	Weekly (Mon and Wed)	In Person (268 FB)	Project Team	Carry out project milestones
Project Monthly Review (PMR)	Project overview and needed changes	Monthly	In Person	Team and project manager	Keep on track
Technical Design Review	Review of any technical designs or work associated with the project	As Needed	In Person	Project Team	Technical Design Package

Project team directory for all communications is:

Name	Title	E mail	Roles	Cell Phone
Roy McDaniel	Project Sponsor		Sponsor	xxx-xxx-xxxx
Dr. Ames	Advisor		Faculty Advisor	xxx-xxx-xxxx
Alex Barrow	Team Member		Liaison to Sarva	xxx-xxx-xxxx
Mathew Heininger	Team Member		Design Anylist	xxx-xxx-xxxx
Jence Kofoed	Team Member		Deliverables Manger	xxx-xxx-xxxx
Sarva	Project Manager		Graduate Mentor	xxx-xxx-xxxx
Some guy who they said to call	Mentor		xxx-xxx-xxxx	xxx-xxx-xxxx

Meetings:

A meeting will be held at least 2 days a week on Monday and Wednesday. It is imperative that all participants arrive to each meeting on time. Meeting minutes will be recorded.

Email:

Emails will be distributed to the correct project participants in accordance with the communication chart above.

BUDGET PLAN

The team will be responsible for managing and reporting on the project’s cost throughout the duration of the project to the project manager, Sarva. The Project Manager will present and review the project’s cost performance during the monthly project status meeting

Project Phase	Budgeted Total	Comments
Travel (site visit)	\$	
Design and plan prints	\$	
Poster	\$	
	\$	
	\$	