Prepared for:  
ITS221 Project Management   
Helena College

Prepared by:  
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# Helena Community Solar Installation Project

## Project Charter

Project Title

Helena Community Solar Installation Project

Project Purpose and Justification

The Helena Community Solar Installation Project aims to deliver a community-owned solar energy solution that empowers residents, lowers energy costs, and advances local sustainability goals. Rising energy demands and increasing utility rates have made renewable energy solutions a priority. By transitioning to solar, Helena will reduce its environmental footprint, stimulate local economic growth, and strengthen community cohesion through shared ownership of energy infrastructure.

Project Objectives

* Install a 500-kW solar array to supply clean energy to the Helena community.
* Reduce annual community energy costs by an estimated 20%.
* Offset approximately 650 metric tons of CO₂ emissions per year.
* Engage local workforce and provide solar installation training to residents.
* Complete installation and commissioning by the end of Summer 2025.
* High-Level Project Requirements
* Complete site assessment and design within the first quarter.
* Secure necessary permits and approvals prior to procurement.
* Engage local vendors and contractors for equipment supply and construction.
* Ensure compliance with relevant safety and environmental regulations.
* Implement a community engagement and education plan.

High-Level Timeline

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| **Phase** | **Duration** | **Dates** |
| Project Initiation & Planning | 2 months | April–May 2025 |
| Site Assessment & Design | 2 months | April–May 2025 |
| Permitting & Procurement | 2 months | May–June 2025 |
| Construction & Installation | 3 months | June–August 2025 |
| Testing & Commissioning | 1 month | September 2025 |
| Project Closeout & Handover | 1 month | October 2025 |

Budget Summary

Total Project Budget: $450,000  
Includes design, materials, labor, permitting, training programs, and contingency.

Key Milestones

* Project Kickoff: April 15, 2025
* Permits Secured: June 1, 2025
* Construction Start: June 10, 2025
* System Installation Complete: August 31, 2025
* Commissioning & Handover: September 30, 2025

Project Stakeholders

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| --- | --- |
| **Role** | **Name** |
| Project Sponsor | Katherine Langley |
| Project Manager | Marcus Whitaker |
| Technical Lead | Victor Chen |
| Customer | Helena Community |
| Steering Committee | Helena Sustainability Council |
| Program Manager | Elena Morales |
| Change Control Board | Elena Morales, Marcus Whitaker, Katherine Langley |

Risk and Mitigation Strategies

* Weather delays during construction — Plan for contingencies and flexible scheduling.
* Permitting delays — Begin engagement with authorities early in planning.
* Community concerns or opposition — Maintain open communication channels and hold town hall meetings.
* Supply chain disruptions — Secure multiple suppliers and order equipment early.

Assumptions

* Adequate sunlight and suitable site conditions confirmed by early assessment.
* Permits and regulatory approvals obtained on schedule.
* Active community participation and support.
* Availability of skilled labor and necessary equipment.

Constraints

* Project must be completed before the end of Q3 2025 to align with seasonal construction and funding timelines.
* Budget limitations require careful cost control.
* Environmental regulations must be strictly adhered to.

Approval Signatures

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| **Name** | **Title** |
| Katherine Langley | Project Sponsor |
| Marcus Whitaker | Project Manager |
| Elena Morales | Program Manager |