Prepared for:  
ITS221 Project Management   
Helena College

Prepared by:  
Calista Crouse

# Helena Community Solar Installation Project

## Project Brief

Project Overview

The Helena Community Solar Installation Project is a community-driven initiative aimed at installing a 500-kW solar array to provide sustainable, affordable, and locally owned renewable energy to the residents of Helena. By leveraging local resources, engaging stakeholders, and prioritizing environmental responsibility, the project seeks to reduce energy costs, lower carbon emissions, and empower the community with long-term energy independence.

Project Objectives

* Deliver and install a fully operational 500 kW solar array by end of Summer 2025.
* Reduce community energy costs by approximately 20% annually.
* Offset an estimated 650 metric tons of CO₂ emissions per year.
* Engage and train local workforce in solar installation and maintenance.
* Foster community engagement and education around renewable energy.

Scope of Work

* Conduct site assessment and system design.
* Obtain necessary permits and approvals.
* Procure equipment and hire local contractors.
* Install solar panels and integrate with existing infrastructure.
* Test, commission, and hand over the operational system.
* Provide community education on solar energy benefits and system maintenance.

Key Milestones

|  |  |
| --- | --- |
| **Milestone** | **Target Date** |
| Project Kickoff | April 15, 2025 |
| Permitting Approved | June 1, 2025 |
| Construction Begins | June 10, 2025 |
| Installation Completed | August 31, 2025 |
| System Commissioning | September 30, 2025 |
| Project Closeout | October 2025 |

Budget

Total Estimated Budget: $450,000

Includes equipment, labor, permitting, training, and contingency funds.

Project Team

* Project Sponsor: Dr. Linda Thornton
* Project Manager: Mark Ellis
* Technical Lead: Carla Mendoza
* Program Manager: Alicia Harper
* Customer: Helena Community
* Steering Committee: Helena Sustainability Council
* Change Control Board: Helena Energy Initiative Panel

Stakeholders

* Helena residents and businesses
* Local government and permitting authorities
* Contractors and suppliers
* Environmental advocacy groups
* Community training participants

Risks and Mitigation

* Weather Delays: Flexible scheduling and buffer time.
* Permitting Delays: Early engagement with authorities.
* Community Concerns: Regular updates and town hall meetings.
* Supply Chain Disruptions: Multiple suppliers and advance ordering.

Success Criteria

* Solar array operational and delivering clean energy by September 2025.
* Positive community feedback and engagement throughout the project.
* Project delivered on time and within budget.
* Measurable reduction in energy costs and carbon emissions.

Communication Plan

* Monthly progress reports via email.
* Weekly internal team meetings.
* Community updates via Helena’s public web portal and town halls.
* Formal escalation process for resolving issues.