Prepared for:  
ITS221 Project Management   
Helena College

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# Helena Community Solar Installation Project

## Team Charter

Project Overview

The Helena Community Solar Installation Project aims to deliver a 500-kW solar energy system to power local homes and businesses, reduce carbon emissions, and promote community engagement in renewable energy initiatives. The project team is dedicated to executing this project on time, within budget, and to the satisfaction of all stakeholders.

Team Purpose

The purpose of the project team is to collaboratively design, manage, and implement the Helena Community Solar Installation Project, ensuring the delivery of all objectives while promoting open communication, shared responsibility, and community involvement.

Team Objectives

* Complete project milestones according to schedule.
* Maintain high-quality standards throughout all project phases.
* Foster transparent communication among team members and stakeholders.
* Promote safety and environmental responsibility during construction and installation.
* Engage the Helena community in the project through outreach and education.

Team Roles and Responsibilities

| **Role** | **Name** | **Responsibilities** |
| --- | --- | --- |
| Project Sponsor | Katherine Langley | Provides funding, supports project alignment with strategic goals, and resolves high-level issues. |
| Project Manager | Marcus Whitaker | Leads project planning and execution, manages risks, schedules, and resources. |
| Program Manager | Elena Morales | Oversees coordination with broader energy initiatives and ensure alignment with community energy goals. |
| Technical Lead | Victor Chen | Provides technical guidance, oversees system design, and ensures quality standards. |
| Construction Manager | Dennis Tran | Supervises on-site construction activities and ensures safety compliance. |
| Community Liaison | Lydia Prescott | Manages community engagement, workshops, and stakeholder communication. |
| Procurement Specialist | Hannah Evans | Manages the procurement of solar components and ensures timely delivery. |
| Quality Assurance Officer | Trevor Scott | Ensures adherence to project standards and performs inspections and testing. |
| Change Control Board | Elena Morales, Marcus Whitaker, Katherine Langley | Reviews and approves all major scope or budget changes. |

Team Values and Norms

* Respect: All team members' contributions are valued.
* Accountability: Team members are responsible for their tasks and deliverables.
* Transparency: Open and honest communication is always expected.
* Collaboration: Team members will actively collaborate to overcome challenges.
* Safety: Safety protocols will be followed diligently in all project phases.

Decision-Making Guidelines

* Decisions will be made collaboratively, with input from relevant experts.
* For major decisions (budget changes, scope adjustments), approval from the Change Control Board is required.
* Urgent on-site decisions will be made by the Project Manager in consultation with the Technical Lead.

Conflict Resolution Process

1. Address conflicts directly between involved parties.
2. Escalate unresolved issues to the Project Manager.
3. If needed, involve the Project Sponsor or Change Control Board for resolution.

Communication Protocols

* Weekly team meetings to track progress.
* Monthly stakeholder updates via email and portal.
* Immediate notification for critical issues or risks.
* Shared project portal for documents and schedules.
* Use of standard templates for reporting and documentation.

Signatures

By signing below, team members agree to uphold the principles, roles, and responsibilities outlined in this charter.

| Name | Role |
| --- | --- |
| Katherine Langley | Project Sponsor |
| Marcus Whitaker | Project Manager |
| Elena Morales | Program Manager |
| Victor Chen | Technical Lead |
| Dennis Tran | Construction Manager |
| Lydia Prescott | Community Liaison |
| Hannah Evans | Procurement Specialist |
| Trevor Scott | QA Officer |