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| **PROJECT CHARTER** | | |
| **Project Name** | **SUSTAINABLE URBAN TRANSPORT INITIATIVE IN WATERLOO, KITCHENER, AND CAMBRIDGE FOCUSING ON GRAND RIVER TRANSIT.** | |
| **Date Produced** | **October 10, 2023** | |
| **Project Goals** | Through the implementation of a sustainable urban transportation program, this project will benefit the Waterloo Region, which includes three cities and four townships. The initiative, which aligns with the organization’s goals, intends to satisfy the growing need for eco-friendly, effective urban transportation options with an emphasis on raising Grand River Transit’s level of service.  Creating and operating a complete public transportation system is the project’s main goal. This system extensively uses electric buses, safe carpooling services, bike-sharing initiatives and better pedestrian infrastructure. To support the organization’s main objectives and dedication to environmental sustainability and effective urban living, the initiative seeks to promote and enable sustainable transportation throughout the region by providing these services. | |
| **Project Objectives** | The following results are necessary to meet the project objectives for the Sustainable Urban Transportation Initiative in the Waterloo Region:  **Reduction in Greenhouse Gas Emissions:** Measurable reductions in greenhouse gas emissions should be one of the main results. The project's contribution to resolving environmental issues may be quantified as a percentage drop in emissions relative to a baseline year.  **Greater Use of Public Transportation:** The initiative should work to boost the use of the public transportation system, especially the Grand River Transit system. This result may be measured by comparing the number of passengers or the rate of riding before and after the project is implemented.  **Enhanced Transportation Infrastructure:** A result should include a real improvement in transportation infrastructure, such as installing double-decker and electric buses. This conclusion might consist of specific details regarding changes to bus routes, stops, and terminals.  **Traffic Congestion Reduction:** The initiative should reduce traffic congestion and improve traffic flow. This may be assessed by looking at traffic statistics and comparing them to conditions before the project.  **Accessibility and connection:** Improving the area's accessibility and contact should be essential. This involves ensuring that locals, students, and workers can easily access places of employment, higher learning, and critical services via the public transit system. This result may be measured using metrics for trip times, access to important locations, and decreased travel obstacles.  **Sustainability Metrics:** The project should develop sustainability metrics to monitor and document the effects on the environment and the economy, such as the decrease in fuel consumption, the growth in the usage of clean energy sources, and the cost savings brought about by sustainable practices. | |
| **Project Budget** | CAD $25 000 000 | |
| **Project Sponsor** | Project sponsors and their job titles can change over time and may be specific to the organization or government agency responsible for the sustainable urban transport initiative in the Waterloo, Kitchener, and Cambridge area focusing on Grand River Transit. | |
| **Project Manager** | **Oluwaponmile Fapohunda:** The Project Manager will lead the team and be responsible for overall project coordination, planning, and execution. The project manager will ensure the project stays on track and meets deadlines and objectives. | |
| **Additional Key Project Stakeholders** | | |
| **Vijetha Shetty:** The Research and Data Analyst will gather, analyze, and interpret data crucial to the project’s success. This individual will be responsible for collecting and evaluating data related to the project idea while monitoring and identifying key market trends.  **Gayathree Gunasekaran:** The Finance Manager will oversee the project’s budget, financial planning, and expenditure management.  **Tochi Madubueze:** SDG Integration Specialist will be responsible for integrating the principles and objectives of the United Nations Sustainable Development Goals into the project’s design, execution, and outcomes. This individual will ensure the project contributes to sustainable development.  **Nneoma Chinyere Ukariaku:** The Project Coordinator will help to streamline processes, enhance communication, and ensure efficient project management. | | |
| **Overall Project Milestones** | | **Dates** |
| Project Kickoff Meeting  Initiation phase complete 15-11-2023 Planning phase complete 30-11-2023  Service Expansion Plan 19-01-2024  Infrastructural upgrade complete 28-02-2023  Procurement finalized 30-05-2023  Lessons learned meeting 30-08-2023  Final report 01-11-2023  Close project 31-12-2023 | | 01-11-2023 |
| **Overall Project Risks** | | |
| The following is a summary of some general project hazards that currently have been identified for the Sustainable Urban Transportation Initiative in the Waterloo Region:   1. **Funds Shortfalls:** The project's execution might be hampered, and its scope and timetable could be affected by insufficient funds or cost overruns. 2. **Resource constraints:** A lack of qualified workers, equipment, or supplies might cause delays or affect the quality of a project. 3. **Environmental restrictions:** Changing or more vital environmental restrictions may impact the viability and expense of implementing environmentally friendly transportation systems. 4. **Community opposition:** Local stakeholders or communities may resist the project's execution, which might cause delays and hurdles. 5. **Weather-Related Delays:** Weather-related events, such as harsh winter weather, can hinder transportation and construction activities. 6. **Expectations from Stakeholders:** If important stakeholders' expectations, particularly those of the public, are unmet, reputational hazards and project difficulties may result. 7. **Legal Concerns:** Legal issues like lawsuits or contract disputes may cause project delays and higher expenses. 8. **Health and Safety:** Protecting the public's and project employees' health and safety is essential, and any events might result in setbacks. 9. **Public impression:** Unfavourable public impressions, such as worries about construction-related disturbances, may impact public support for the project. | | |
| **Assumptions:** | | |
| **Political and Stakeholder Support**: Assumption that there is sufficient political will and support from local governments and key stakeholders to implement sustainable urban transport initiatives.  **Funding Availability:** If adequate funding from various sources, including government grants, private investments, and public funds, will be available for the project's planning, development, and ongoing operations.  **Environmental and Regulatory Compliance**: Assumption that the project will adhere to all environmental regulations and sustainability standards, and that it will not face insurmountable environmental challenges or legal barriers.  **Public Acceptance:** Assuming that the public is generally supportive of and willing to adopt sustainable transportation practices, such as the use of public transit or non-motorized modes like cycling or walking.  **Technology and Infrastructure:** Assuming that the necessary technology, infrastructure, and resources are available for the implementation of sustainable transport solutions, such as electric buses, bike lanes, or pedestrian-friendly pathways.  **Climate and Weather Conditions:** If climate and weather conditions, including winter weather in the region, will not excessively disrupt the project's operations or safety.  **Traffic Behavior and Culture**: Assuming that the local traffic behavior and culture can be positively influenced to encourage people to choose sustainable transport options over personal vehicles.  **Technological Advancements:** If new technologies and innovations that support sustainable transport will continue to develop and be accessible to the project.  **Public Health and Safety:** If the project will contribute to improved public health and safety outcomes, such as reduced air pollution and traffic accidents.  **Economic and Population Growth:** If the economic growth and population in the region will remain relatively stable, which could affect transportation needs and demand. | | |
| **Constraints:** | | |
| **Time Restrictions:** The project must be finished by a specific date or time. Outside circumstances like financing restrictions, forthcoming events, or regulatory constraints may impact this deadline.  **Budget Constraint:** The project may have a set budget, and budgetary restrictions may restrict the project's scope and size. Budget restrictions may limit the funds available for infrastructure construction and the procurement of electric buses, carpooling programs, and other transportation system components.  **Resource Constraints:** The project's execution may need more trained labor, specialized tools, and supplies. Resource limitations may impact the rate and level of infrastructure development.  **Regulatory Restrictions:** The project may be restricted due to compliance with local, state, and federal laws and environmental and safety requirements. Although it may impact project costs and timetables, compliance with these rules is crucial.  **Infrastructure Restrictions:** The development and integration of electric buses and transportation services may need to be improved by current infrastructure restrictions. One restriction to consider is compatibility with existing technological and infrastructural systems.  **Technology Constraints:** Introducing new technologies, like electric buses or intelligent transportation systems, may result in technological limitations that require careful planning, testing, and integration to guarantee they satisfy project objectives.  **Constraints on Safety and Security:** Ensuring the safety and security of travelers and infrastructure may result in limitations on the security measures and safety procedures that must be adhered to. | | |
| **Inclusions:** | | |
| **Environmental Sustainability:** Integration of eco-friendly transportation solutions, such as electric or hybrid buses, renewable energy sources for transit operations, and green infrastructure (e.g., green roofs and sustainable landscaping).  **Accessibility:** Ensuring accessibility for all, including individuals with disabilities, through the design of transit infrastructure, vehicles, and related services.  **Community Engagement:** Stakeholder engagement, public outreach, and community involvement in the project's planning and decision-making processes.  **Traffic Management:** Initiatives to manage traffic congestion, optimize traffic flow, and reduce air pollution.  Smart Transportation Solutions: Integration of smart technologies for real-time transit tracking, traffic management, and passenger information systems.  **Safety Measures:** Safety improvements for pedestrians, cyclists, and transit users, including crosswalks, signals, and traffic-calming measures.  **Economic and Job Creation:** Measures to stimulate local economic development and create job opportunities, especially in the construction and maintenance of transportation infrastructure. | | |
| **Exclusions:** | | |
| **Private Vehicle Infrastructure**: The project does not include the construction or expansion of infrastructure exclusively for private vehicles, such as new highways or parking lots.  **Non-Transportation Initiatives:** Initiatives unrelated to urban transportation sustainability, such as housing development, water supply, or energy production.  **Private Sector Operations:** The project does not involve the direct operation or management of private sector transportation companies.  **Non-Transportation Infrastructure:** Projects unrelated to urban transport, such as water supply, sewage, and utility infrastructure.  **Personal Vehicle Subsidies:** Subsidies for personal vehicle ownership or operation are not included in the project.  Emergency Services: Emergency response services, such as police, fire, and medical services, are excluded from the project. | | |