

# Project Charter

<b>Project Title:</b> New Headquarters Relocation & Setup Project
<b>Project Start Date:</b> November 1, 2025 <b>Projected Finish Date:</b> December 29, 2025
<b>Budget Information:</b> Estimated Budget: \$140,000
<b>Project Manager:</b> Andrea VanHorn
<b>Project Objectives:</b> <ul style="list-style-type: none"><li>1. <i>Seamless Relocation:</i> Move all departments and executives to the new headquarters with minimal disruption to ongoing business operations.</li><li>2. <i>Maintain Business Continuity:</i> Ensure each department remains operational throughout the move.</li><li>3. <i>Timely Completion:</i> Complete the relocation and setup by December 29, 2025, in time for the New Year's Eve event.</li><li>4. <i>Stay Within Budget:</i> Execute the move, including IT and furniture installations, without exceeding the \$140,000 limit.</li><li>5. <i>Optimize Resources:</i> Maximize crew productivity within 8-hour workdays and without overtime.</li><li>6. <i>Satisfy Stakeholders:</i> Ensure employees are informed and comfortable, and that leadership is satisfied with the outcome.</li></ul>
<b>Success Criteria:</b> <ul style="list-style-type: none"><li>1. <i>On-Time Delivery:</i> Entire company is fully operational in the new facility by December 29, 2025.</li><li>2. <i>Budget Compliance:</i> Project expenditures remain at or below \$140,000.</li><li>3. <i>Zero Downtime:</i> All departments maintain business operations throughout the move.</li><li>4. <i>Setup Completion:</i> All offices and conference rooms are properly furnished and IT-enabled.</li><li>5. <i>Employee Satisfaction:</i> Clear communication and minimal disruption to staff throughout the transition.</li><li>6. <i>Executive Readiness:</i> The fourth floor is fully prepared for executive use, including assistants and selected director.</li></ul>

**Approach:**

1. *Planning & Scheduling (Nov 1–Nov 25)*: Finalize detailed move schedule, coordinate vendor timelines, floor plans, and communication strategies.
2. *Furniture Installation (Nov 26–Dec 23)*: One crew installs furniture per scheduled floor, office by office, following installation durations and limits.
3. *IT Setup (Nov 27–Dec 27)*: One IT crew configures PCs, laptops, docking stations, and shared equipment per floor based on standard and executive needs.
4. *Departmental Moves (Dec 1–Dec 27)*: Staggered moves for each department to maintain operational presence and comply with floor assignment rules.
5. *Final Testing & QA (Dec 28)*: Ensure all furniture and tech setups are fully functional and ready for use.
6. *Project Closeout (Dec 29)*: Final checks, stakeholder sign-off, and readiness for the open house.

**Roles and Responsibilities**

<u>Name and Signature</u>	<u>Role</u>	<u>Contact Information</u>	<u>Signature</u>
VanHorn, Andrea	Project Manager	andrea.vanhorn@coyotes.usd.edu	
Rashed, Mohammed	Furniture Contractor	mohammed.rashed@coyotes.usd.edu	
Balmaceda, Rodrigo	IT Contractor	rodrigo.balmaceda@coyotes.usd.edu	
Mike Williams	Project Sponsor		
Muntungi, Vincnet	Division Director	vincent.mutungi@coyotes.usd.edu	

**Comments:** (Handwritten or typed comments from above stakeholders, if applicable)

- Project Manager: Recommends creating a visual floor-by-floor move tracker and sharing it company-wide for transparency.
- Furniture Contractor: Requests move schedule no later than November 15 for crew planning.
- IT Contractor: Advises labeling docking station offices in advance for clarity.
- VP of Operations: Wants regular weekly status reports and mid-project checkpoint.
- Director (Sales): Requests a phased move-in to ensure key sales staff stay available for clients.

# Scope Statement

**Project Title:** Office Move

**Date:** 04/16/2025

**Prepared by:** Group C

**Project Justification:** The objective of this project is to successfully move company headquarters into a new office building. The new building will provide our team with more space, and each employee will have an individual office. The project must be completed within budget and within the allotted time constraints.

## Product Characteristics and Requirements:

1. The budget is \$140,000.
2. Each employee must have an individual office: 18 for Operations, 8 for Distributions, 7 for Accounting, 13 for Marketing, 18 for Sales, 6 for Human Resources, and 4 Executive offices with four executive assistant desks located outside each office.
3. The entire office must be moved between November 26-December 29.
4. The business cannot shut down.
5. All overtime requests must be pre-approved.
6. Each activity must be completed in a single day.
7. The project will rely on one furniture crew and one IT crew unless approval is gained.
8. Furniture Contractor is responsible for furnishing new building.
9. IT Contractor is responsible for hardware and network setup as stated in contract.

**Product User Acceptance Criteria:** The entire office must be moved between November 26-December 29. The goal will be achieved within the provided limitations. The move will cost less than the allocated budget of \$140,000. During the move, the business will remain open with someone from each department available. Each employee will have an individual office in the new space: 18 for Operations, 8 for Distributions, 7 for Accounting, 13 for Marketing, 18 for Sales, 6 for Human Resources, and 4 Executive offices with four executive assistant desks located outside each office. Only three of the four executive offices on the fourth floor will be occupied; one will remain empty. Furniture contractor and IT contractor will work with our schedule to fulfill all contracted work. The contractor will take care of all delivery and installation and work out any "bugs."

### **Summary of Project Deliverables**

**Project management-related deliverables:** business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.

**Product-related deliverables:** research reports, design documents, software code, hardware, etc.

1. A furnished office equipped with a PC for each employee with detailed office assignments.
2. Functional Conference Room on each floor. Each conference room will have a conference table and eight chairs.
3. Printer and copier located on each floor.
4. Four executive offices with four executive assistant offices at each entry.
5. Each director, executive, plus everyone in the Marketing Division, will receive a laptop with a docking station.

# Stakeholder Register

Prepared by: Andrea VanHorn

Date: 4/18/2025

Name	Position	Internal/External	Project Role	Contact Information
VanHorn, Andrea	Project Manager	Internal	Planning and reviewing alternatives; scheduling	andrea.vanhorn@coyotes.usd.edu
VP of Operations  Mike Williams	Tech Company	Internal	Customer, define needs, provide feedback	Williams_mike@adm.com
Rashed, Mohammed	Furniture Contractor	External	Provide, move and install office furniture.	mohammed.rashed@coyotes.usd.edu
Balmaceda, Rodrigo	IT Contractor	External	Move, install, and program all IT from the old office to new.	rodrigo.balmaceda@coyotes.usd.edu

<b>Muntungi, Vincnet</b>	Contractor	External	Creating designs, scale plans, coordinate with project manager.	vincent.mutungi@coyotes.usd.edu
<b>Customers</b>	Customers	External	Might be affected by the transition	Customer Database
<b>Office Employees</b>	All Positions	Internal	Will be affected by working remotely throughout the transition.	Employee database

# Initial Schedule/ WBS

To access the project schedule, please click on the following [link](#)

Task Sheet 4(Overdue Final Update) ⚡ Feedback Share

Table Filter Format Formulas Forms Automations Data Integrations

Task ID	Task Name	Start Date	End Date	Duration	Predecessors	Assigned To	Health	Status	Notes
1	Office Move_Project 2	11/18/24	01/24/25	90d					
2	T001 Initiation Phase								
3	T002 Confirm Building Availability	11/18/24	11/18/24	1d		Project Manager	On Track	Completed	Verify with building management
4	T003 Review Contractor Contracts	11/19/24	11/19/24	1d	T002	Project Manager	On Track	Completed	Ensure scope and constraints clear
5	T004 Notify Furniture and IT Contractors	11/20/24	11/20/24	1d	T003	Project Manager	On Track	Completed	Share preliminary schedule
6	T005 Planning Phase								
7	T006 Draft Office Assignments	11/21/24	11/21/24	1d	T004	Project Manager	On Track	Completed	Assign 70 employees: F1 (13M 7A) F2 (18S 7O) F3 (11O 8D)
8	T007 Develop Preliminary Schedule	11/22/24	11/22/24	1d	T006	Project Manager	On Track	Completed	Account for single crew constraints
9	T008 Notify Employees of Move Plan	11/25/24	11/25/24	1d	T007	HR Team	On Track	Completed	Send move details to staff
10	T009 Launch Phase								
11	T010 Floor 1: Furniture Installation								65h
12	T011 Furniture: Floor 1 Offices 1-2 (Marketing)	11/26/24	11/26/24	1d	T008	Furniture Crew 1	On Track	Not Started	6h (3h each)
13	T012 Furniture: Floor 1 Offices 3-4 (Marketing)	11/27/24	11/27/24	1d	T011	Furniture Crew 1	On Track	Not Started	6h
14	T013 Furniture: Floor 1 Offices 5-6 (Marketing)	11/28/24	11/28/24	1d	T012	Furniture Crew 1	On Track	Not Started	6h
15	T014 Furniture: Floor 1 Offices 7-8 (Marketing)	11/29/24	11/29/24	1d	T013	Furniture Crew 1	On Track	Not Started	6h
16	T015 Furniture: Floor 1 Offices 9-10 (Marketing)	12/02/24	12/02/24	1d	T014	Furniture Crew 1	On Track	Not Started	6h
17	T016 Furniture: Floor 1 Offices 11-12 (Marketing)	12/03/24	12/03/24	1d	T015	Furniture Crew 1	On Track	Not Started	6h
18	T017 Furniture: Floor 1 Office 13 (Marketing)	12/04/24	12/04/24	1d	T016	Furniture Crew 1	On Track	Not Started	3h
19	T018 Furniture: Floor 1 Offices 14-15 (Accounting)	12/04/24	12/04/24	1d	T016	Furniture Crew 1	On Track	Not Started	6h
20	T019 Furniture: Floor 1 Offices 16-17 (Accounting)	12/05/24	12/05/24	1d	T018	Furniture Crew 1	On Track	Not Started	6h
21	T020 Furniture: Floor 1 Offices 18-19 (Accounting)	12/06/24	12/06/24	1d	T019	Furniture Crew 1	On Track	Not Started	6h
22	T021 Furniture: Floor 1 Office 20 (Accounting)	12/09/24	12/09/24	1d	T020	Furniture Crew 1	On Track	Not Started	3h
23	T022 Furniture: Floor 1 Conference Room	12/09/24	12/09/24	1d	T020	Furniture Crew 1	On Track	Not Started	5h
24	T023 Floor 1: IT Installation								79h
25	IT: Floor 1 Offices 1-2 (Marketing)	11/27/24	11/27/24	1d	T011FS	IT Crew 1	On Track	Not Started	8h (4h each docking)
26	IT: Floor 1 Offices 3-4 (Marketing)	11/28/24	11/28/24	1d	T012FS	IT Crew 1	On Track	Not Started	8h (4h each docking)
27	IT: Floor 1 Offices 5-6 (Marketing)	11/29/24	11/29/24	1d	T013FS	IT Crew 1	On Track	Not Started	8h (4h each docking)
28	IT: Floor 1 Offices 7-8 (Marketing)	12/02/24	12/02/24	1d	T014FS	IT Crew 1	On Track	Not Started	8h (4h each docking)
29	IT: Floor 1 Offices 9-10 (Marketing)	12/03/24	12/03/24	1d	T015FS	IT Crew 1	On Track	Not Started	8h (4h each docking)
30	IT: Floor 1 Offices 11-12 (Marketing)	12/04/24	12/04/24	1d	T016FS	IT Crew 1	On Track	Not Started	8h (4h each docking)
31	IT: Floor 1 Office 13 (Marketing)	12/05/24	12/05/24	1d	T017FS	IT Crew 1	On Track	Not Started	4h (docking)
32	IT: Floor 1 Offices 14-15 (Accounting)	12/05/24	12/05/24	1d	T018FS	IT Crew 1	On Track	Not Started	6h (3h each standard)
33	IT: Floor 1 Offices 16-17 (Accounting)	12/06/24	12/06/24	1d	T019FS	IT Crew 1	On Track	Not Started	6h (3h each standard)
34	IT: Floor 1 Offices 18-19 (Accounting)	12/09/24	12/09/24	1d	T020FS	IT Crew 1	On Track	Not Started	6h (3h each standard)
35	IT: Floor 1 Office 20 (Accounting)	12/10/24	12/10/24	1d	T021FS	IT Crew 1	On Track	Not Started	3h (standard)

