Paw Park Renovations

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Project Management

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# Abstract

Paw Park Renovations is an ambitious initiative designed to foster a sense of community among dog owners and enhance the quality of life for our four-legged companions in Helena, Montana. As our town experiences rapid growth, it has become increasingly important to invest in public infrastructure that accommodates the needs of both residents and their pets.

The project's primary objective is to revitalize and expand our existing dog park facilities, catering to the diverse needs of both small and large dog breeds. By creating designated areas tailored to different sizes and temperaments, we aim to promote inclusivity and safety within our local dog community.

Furthermore, Paw Park Renovations will incorporate innovative features and amenities to enrich the outdoor experience for dogs and their owners alike. From agility courses and interactive play structures to shaded seating areas and water stations, the renovated park will serve as a hub for recreational activities and socialization opportunities.

Through strategic collaboration with local authorities, businesses, and community members, we aspire to fund and execute this project with the utmost efficiency and transparency. By investing in our town's public spaces, we not only enhance the well-being of our furry companions but also strengthen the bonds that unite us as residents of Helena.

Join us in our mission to create a vibrant and inclusive environment where dogs and their owners can thrive, connect, and enjoy the beauty of our beloved community.

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# Business Case

**Paw Park Renovations**

**Doggo Consulting**

**123 Dogwood Lane**

**Helena, MT 59601**

**02/29/2024**

## Executive Summary

This business case presents a comprehensive overview of the Paw Park Renovations project, aimed at addressing current challenges and enhancing the overall functionality of the dog park. The Paw Park Renovations Project is proposed to tackle existing business concerns related to the park's infrastructure and user experience.

The project envisions a revitalized dog park that not only meets the current needs of pet owners and their canine companions but also aligns with modern standards of safety, accessibility, and recreational quality. Through careful analysis and strategic planning, this business case outlines the benefits, goals, performance measures, assumptions, constraints, and alternative options associated with the Paw Park Renovations.

Key components of this business case include a detailed examination of project goals, performance metrics to gauge success, underlying assumptions guiding the project, constraints that may impact implementation, and alternative options considered during the planning phase.

The recommendations and justifications presented herein aim to secure stakeholder support and provide a compelling rationale for proceeding with the Paw Park Renovations. This executive summary serves as a concise preview of the detailed information available in subsequent sections of the document, offering a holistic understanding of the proposed initiative and its potential impact on the community.

### Issue

The business problem addressed by the Paw Park Renovations project stems from the growing demand for a more effective and welcoming dog park experience. As the canine community continues to expand in Helena with our growing population, the existing infrastructure and amenities at the current dog park have become insufficient to meet the evolving needs of pet owners and their furry companions.

The challenges faced include outdated facilities, limited accessibility, and a lack of modern amenities that contribute to a suboptimal user experience. The inadequacies in the current dog park setup have resulted in decreased visitor satisfaction, potentially discouraging pet owners from utilizing the park and leading to a decline in overall community engagement.

To maintain and enhance the appeal of the dog park, it is imperative to address these issues through the Paw Park Renovations project. By strategically redesigning the park layout, introducing modern amenities, and improving overall accessibility, the project aims to create a revitalized space that aligns with contemporary standards of safety, recreation, and community engagement.

his business case will explore in detail the specific aspects of the dog park that require attention and propose solutions to transform it into a vibrant, inclusive, and well-maintained space for both pets and their owners. The subsequent sections will provide a comprehensive analysis of the goals, benefits, and implementation strategies to mitigate the identified issues and create a positive impact on the community.

### Anticipated Outcomes

Implementing the Paw Park Renovations project is expected to yield transformative outcomes, significantly enhancing the overall dog park experience and fostering a more vibrant and inclusive community space. The anticipated outcomes include:

1. Enhanced User Experience: The renovated dog park will offer modern amenities, improved facilities, and a well-thought-out layout, providing pet owners and their dogs with an engaging and enjoyable environment.

2. Increased Community Engagement: By addressing the current limitations of the park, such as accessibility and outdated features, the project aims to attract more visitors, resulting in a boost in community engagement and a sense of shared ownership among residents.

3. Improved Safety and Accessibility: The redesigned park will prioritize safety features and accessibility, ensuring a secure environment for both pets and their owners. This will contribute to a positive perception of the park as a safe and welcoming space.

4. Positive Impact on Pet Health: The introduction of pet-friendly amenities and exercise facilities will contribute to the physical and mental well-being of the canine community, promoting healthier and happier pets.

5. Boost in Local Economy: A revitalized dog park is likely to attract more visitors, potentially leading to increased foot traffic for local businesses and creating opportunities for local entrepreneurs to cater to the needs of park visitors.

6. Community Pride and Identity: A well-maintained and attractive dog park will instill a sense of pride among community members, contributing to the overall identity and positive reputation of the neighborhood.

7. Social Connectivity: The redesigned park will provide spaces for pet owners to interact, fostering social connections and a sense of community. This will contribute to a more cohesive and connected neighborhood.

8. Educational Opportunities: The project could include informational signage and programs, offering educational opportunities for pet owners about responsible pet ownership, local wildlife, and environmental conservation.

By achieving these anticipated outcomes, the Paw Park Renovations project aims to create a dynamic and thriving community space that not only meets the current needs of pet owners but also contributes to the overall well-being and identity of the neighborhood.

### Recommendation

After a thorough analysis of various options and alternatives, the recommended approach for addressing the challenges faced by the Paw Park Renovations project and achieving desirable outcomes is the implementation of the Paw Park Renovation. This project will strategically leverage modern landscape design principles and community engagement to revitalize the dog park, providing an improved experience for pet owners and their canine companions.

The recommended approach involves a phased implementation of the Paw Park Renovation, focusing on the following key aspects:

1. Revitalized Park Layout: The initiative will introduce a carefully planned layout that maximizes space utilization, incorporates modern amenities, and ensures better flow within the park. This thoughtful design aims to enhance the overall user experience for both pets and their owners.

2. Inclusive Amenities: Modern and pet-friendly amenities, such as agility courses, designated play areas, and shaded seating, will be strategically integrated to cater to the diverse needs of the canine community. This approach ensures that the renovated park becomes a welcoming and inclusive space for all pet owners.

3. Community Engagement Programs: The initiative will include community engagement programs, such as volunteer opportunities, educational workshops, and themed events. These programs aim to foster a sense of community ownership, encourage participation, and enhance the overall social fabric within the neighborhood.

4. Environmental Considerations: The redesigned park will incorporate environmentally sustainable practices, including native plant landscaping, waste management solutions, and energy-efficient lighting. This approach aligns with contemporary environmental standards and promotes responsible park management.

By adopting the recommended renovations approach, the Paw Park Renovations project will not only address the current limitations of the dog park but will also create a revitalized and sustainable community space. This strategic move aligns with the project's goals of providing an enhanced and inclusive park experience, fostering community pride, and ensuring the long-term well-being of the neighborhood.

### Justification

The Paw Park Renovation is the optimal choice to address challenges and transform the dog park into a vibrant community space.

Efficiency and Resource Optimization:

By leveraging modern landscape design and community engagement, the initiative ensures efficient use of resources, creating an organized and enjoyable environment for pets and owners.

Alignment with Community Objectives:

The project aligns seamlessly with community goals, promoting inclusivity and positive recreation, fostering a stronger sense of community ownership.

Quantitative Benefits:

1. Green Space Utilization: Anticipated 40% increase in the effective use of green spaces within the park, promoting a healthier and more aesthetically pleasing environment.

2. Community Events Attendance: Aims for a 25% rise in attendance at community events hosted in the renovated park, fostering stronger social connections among residents.

3. Volunteer Participation: Expects a 20% increase in volunteer participation for park maintenance activities, reducing operational costs and promoting community involvement.

The Paw Park Renovation justifies implementation by delivering tangible benefits, addressing community needs, and mitigating risks associated with alternative options.

## Business Case Analysis Team

The following fictional individuals comprise the business case analysis team for the Paw Park Renovation, responsible for the analysis and creation of the project's business case.

|  |  |  |
| --- | --- | --- |
| **Role** | **Description** | **Name/Title** |
| Community Engagement Advocate | Provides support for community engagement aspects of the project. | Emily Harper, VP Community Relations |
| Park Design Specialist | Offers expertise in landscape design and park layout for the project. | Alex Turner, VP Park Design Solutions |
| Community Enhancement Strategist | Advises the team on strategies to enhance community experiences within the park. | Olivia Foster, Community Enhancement Strategist |
| Project Manager | Manages the business case and project team | Zachary Nikkel, Project Manager |
| Environmental Sustainability Advisor | Provides guidance on incorporating environmentally sustainable practices in park renovations. | Chloe Roberts, Environmental Sustainability Advisor |

## Problem Definition

### Problem Statement

The Paw Park, in its current state, faces significant challenges that hinder its ability to provide an optimal experience for the community. The current layout and amenities of Paw Park are inadequate to accommodate the growing number of pet owners and their dogs. The lack of modern infrastructure, such as agility courses, designated play areas, and updated facilities, contributes to a suboptimal user experience. As a result, the park is underutilized, and community engagement has declined over time.

The absence of inclusive amenities and the outdated design fail to meet the evolving needs and expectations of the community. These challenges necessitate a comprehensive renovation project to address the physical limitations of the park, enhance user satisfaction, and create a more vibrant and inclusive community space.

### Organizational Impact

Impact Statement

The Paw Park Renovation will bring about transformative changes in Paw Park, influencing organizational processes, community engagement tools, physical infrastructure, and roles and responsibilities.

Tools:

- Legacy Infrastructure Transformation: The existing, outdated park features will be systematically replaced and enhanced as part of the Paw Park Renovation, rendering the legacy amenities obsolete.

- Community Engagement Platforms: New tools and platforms will be introduced to facilitate community engagement and provide real-time information about park events, initiatives, and updates.

Roles and Responsibilities:

- Community Engagement Coordinators: New roles will be created to oversee community engagement initiatives and coordinate events, ensuring a more vibrant and inclusive park environment.

- Environmental Sustainability Officers: To support the park's commitment to sustainable practices, roles focused on environmental stewardship will be introduced, overseeing green initiatives and conservation efforts.

Hardware/Software:

- Revitalized Park Infrastructure: Investment will be made in modern park amenities and features, including new play structures, seating, and environmentally sustainable landscaping.

- Digital Information Kiosks: New hardware, such as information kiosks, will be installed to provide visitors with real-time information about park activities, safety guidelines, and community programs.

The Paw Park Renovation not only transforms the physical aspects of the park but also introduces innovative tools and processes that enrich community engagement. New roles will be created to support these changes, aligning the organizational structure with the community-focused objectives of the project. Additionally, investments in modern hardware and software will ensure a technologically advanced and user-friendly park environment for years to come.

## Project Overview

The Paw Park Renovations project involves a strategic revitalization of the park's layout, amenities, and infrastructure. This includes the introduction of modern play structures, designated areas for various activities, environmentally sustainable landscaping, and the incorporation of inclusive features to meet the diverse needs of the community.

### Project Description

The Paw Park Renovations project will employ a strategic approach to transform the existing dog park into a modern, inclusive, and community-focused space for residents and their pets. The project consists of the following key components:

##### Comprehensive Review and Analysis:

- Product Evaluation: Assess various design elements, play structures, landscaping options, and inclusive amenities to determine the most suitable enhancements for Paw Park.

- Community Input: Gather feedback from the community through surveys and public forums to ensure the project aligns with the needs and preferences of park users.

##### Park Enhancement Implementation:

- Phased Implementation: Execute the renovation in multiple phases to minimize disruptions and allow continuous access to the park during the improvement process.

- Inclusive Features: Introduce modern play structures, designated activity areas, environmentally sustainable landscaping, and amenities catering to diverse pet and owner needs.

##### Operational Efficiency and Sustainability:

- Streamlined Park Management: Implement processes that enhance the efficiency of day-to-day park management, including maintenance, event coordination, and community engagement.

- Environmental Stewardship: Integrate sustainable practices, such as waste management solutions and energy-efficient lighting, to promote ecological responsibility and minimize the park's environmental impact.

##### Community Engagement Programs:

- Events and Programs: Launch community engagement programs, events, and workshops to encourage social interactions among pet owners, fostering a sense of community ownership.

- Information Kiosks: Install digital information kiosks to provide real-time updates on park activities, safety guidelines, and community initiatives.

The Paw Park Renovations project aims to rejuvenate the existing dog park to meet the evolving needs and expectations of the community. The purpose of this project is to create a vibrant, inclusive, and sustainable space that enhances the overall user experience, fosters community engagement, and promotes environmental stewardship.

Through thoughtful design, strategic implementation, and community involvement, the Paw Park Renovations project seeks to establish the park as a focal point for positive social interactions, recreation, and shared community pride. The project will align with community values, creating a lasting impact for residents and their pets.

### Goals and Objectives

The Paw Park Renovations project aligns with key community goals and objectives, enhancing the overall park experience and fostering a sense of community pride.

|  |  |
| --- | --- |
| **Business Goal/Objective** | **Description** |
| Enhance Dog and Owner satisfaction | Achieve a 25% increase in overall satisfaction with the park within the first year. |
| Promote Inclusivity and Accessibility | Implement features that cater to diverse per and owner needs, fostering a more inclusive park environment. |
| Facilitate Community Engagement | Foster a sense of community ownership by increasing attendance at community events. |
| Optimize operational efficiency | Streamline park management processes to reduce operational complexities |

### Project Performance

The Paw Park Renovations project will be assessed based on key resources, processes, or services and their anticipated business outcomes. These performance measures will be quantified and further defined in the detailed project plan.

|  |  |
| --- | --- |
| **Key Resource/Process/Service** | **Performance Measure** |
| Park Utilization | Achieve a 30% increase in park utilization within the first year. |
| Community Events Attendance | Increase attendance at community events by 25%. |
| Operational efficiency | Streamline park management processes, reducing operational complexities. |
| User Satisfaction | Achieve a 25% increase in overall park-goer satisfaction. |

### Project Assumptions

The Paw Park Renovations project operates under the following preliminary assumptions. As the project progresses into detailed planning, additional assumptions may be identified and incorporated:

* The community supports the proposed park renovations and enhancements.
* Adequate budget allocations are approved to fund the required enhancements, maintenance, and community engagement programs.
* Approvals for the park design and enhancements are obtained within the anticipated timeframes to avoid project delays.
* Necessary resources, such as labor and materials, are readily available to facilitate the phased implementation of park enhancements.
* Park renovations comply with local environmental regulations and standards.
* Safety considerations for both pets and owners are adequately addressed in the park design and implementation.
* Ongoing community engagement remains positive throughout the project, with active participation in surveys, forums, and events.

### Project Constraints

The Paw Park Renovations project faces the following preliminary constraints. As the project progresses into detailed planning, additional constraints may be identified and integrated into the project plan:

* The project operates within a defined budget, limiting the extent of enhancements and features that can be incorporated into the park renovation.
* The project must be completed within a specified timeframe to minimize disruption to park users and align with community expectations.
* The availability of skilled labor and materials may be constrained, impacting the speed and extent of the phased park improvements implementation.
* Park renovations must comply with local environmental regulations and standards, potentially limiting certain design and construction options.
* Weather conditions may impact construction schedules and outdoor work, potentially causing delays or modifications to the project timeline.
* Ongoing community engagement is crucial for project success, and any challenges in maintaining positive engagement may affect project outcomes.

### Major Project Milestones

The Paw Park Renovations project has identified the following preliminary major milestones and their target completion dates. As the project planning progresses, these milestones and target dates will be refined, adjusted, and finalized to establish a comprehensive baseline schedule.

|  |  |
| --- | --- |
| **Milestones/Deliverables** | **Target Date** |
| Project Charter | 01/01/2025 |
| Project Plan Review and Completion | 03/01/2025 |
| Project Kickoff | 03/10/2025 |
| Phase I Complete | 04/15/2025 |
| Phase II Complete | 06/15/2025 |
| Phase III Complete | 07/15/2025 |
| Phase IV Complete | 08/15/2025 |
| Phase V Complete | 09/15/2025 |
| Closeout/Project Completion | 09/31/2025 |

## Strategic Alignment

The Paw Park Renovations project strategically aligns with key objectives outlined in Doggo Consulting’s organizational strategic plans. The project's alignment enhances the company's capabilities, supporting its evolution and growth.

|  |  |  |
| --- | --- | --- |
| **Plan** | **Goals/Objectives** | **Relationship to Project** |
| 20xx Doggo Consulting Strategic Plan for Community Enhancement | Revitalize community spaces and improve overall quality of life. | The Paw Park Renovations project directly contributes to community enhancement by transforming Paw Park into a vibrant, inclusive, and environmentally sustainable space. |
| 20xx Doggo Consulting Strategic Plan for Environmental Sustainability | Implement sustainable practices and reduce the company's environmental footprint. | The project integrates environmentally sustainable landscaping and features, aligning with the company's commitment to ecological responsibility. |
| 20xx Doggo Consulting Strategic Plan for Pet-Friendly Initiatives | Create pet-friendly spaces and programs to align with community needs. | The Paw Park Renovations project directly supports the creation of a more pet-friendly environment, meeting the evolving needs of the community. |

## Cost Benefit Analysis

The Paw Park Renovations project undergoes a comprehensive cost benefit analysis to assess its financial implications. The table below outlines the key actions, their types, descriptions, and associated costs or savings in the first year. The net savings for the first year serves as a crucial metric to evaluate the project's financial viability. The project brings valuable community and environmental enhancements, aligning with its public welfare objectives. Financial considerations should be weighed against the broader social and environmental benefits of the park renovations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Action Type** | **Description** | **First year costs (- indicates anticipated savings)** |
| Upgrade Park Amenities and Features | Investment | Investment in modern play structures, pet-friendly amenities, and landscaping enhancements. | -$150,000.00 |
| Installation and Community Training | Investment | Cost for park upgrades, installation, and community engagement programs. | -$50,000.00 |
| Volunteer Engagement Program | Savings | Establishment of a volunteer program to assist with park maintenance and events. | -$5,000.00 |
| Community Events and Pet Workshops | Savings | Increased participation and revenue generation from organized events. | -$10,000.00 |
| Reduced Maintenance Costs | Savings | Implementation of low-maintenance landscaping and sustainable features. | -$8,000 |
| Improved Safety Measures | Savings | Anticipated decrease in incidents, resulting in potential savings in medical and maintenance costs. | -$2,000 |
| **Net First Year Savings** |  |  | **-$225,000.00** |

## Alternatives Analysis

The following alternative options have been considered to address the business problem. These alternatives were not selected for a number of reasons which are also explained below.

|  |  |
| --- | --- |
| **No Project (Status Quo)** | **Reasons For Not Selecting Alternative** |
| Keep the park as-is. | * Maintaining the existing park without renovations would result in limited improvements and fail to meet community expectations. * No project would miss the opportunity to enhance community engagement, pet-friendly features, and overall park aesthetics. * Existing safety concerns and outdated amenities would persist, affecting the overall park experience. |
| **Alternative Option** | **Reasons For Not Selecting Alternative** |
| Upgrade Park Features without Community Engagement Program | * Limited Community Involvement * Missed Volunteer Opportunities * Limited Awareness |
| **Alternative Option** | **Reasons For Not Selecting Alternative** |
| Outsource the Entire Renovation Project | * Higher Costs * Loss of Community Connection * Potential Misalignment |

## Approvals

The business case is a document seeking approval to proceed with the Paw Park Renovations project. The undersigned individuals acknowledge the purpose and content of this document. By signing below, they indicate their approval of the proposed project, allowing the next steps to create a formal project in accordance with the details outlined herein.

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Title** | **Signature** | **Date** |
| Barkington, W. | President of Pawsitivity |  |  |
| Wagster, A. | Executive VP of Tail Wagging |  |  |

# Project Proposal

## Project Proposal: Paw Park Renovations

Introduction

The Paw Park Renovations project aims to revitalize and enhance the existing dog park to better serve the needs of the community and its furry companions. This project proposal outlines the key objectives, benefits, and requirements for the proposed renovation initiative.

### Objective

The primary objective of the Paw Park Renovations project is to create a modern, inclusive, and sustainable community space that promotes pet health, social connectivity, and environmental stewardship.

### Benefits

1. Enhanced User Experience: The renovated park will offer modern amenities, improved facilities, and a well-thought-out layout, providing pet owners and their dogs with an engaging and enjoyable environment.
2. Increased Community Engagement: By addressing the current limitations of the park, such as accessibility and outdated features, the project aims to attract more visitors, resulting in a boost in community engagement and a sense of shared ownership among residents.
3. Improved Safety and Accessibility: The redesigned park will prioritize safety features and accessibility, ensuring a secure environment for both pets and their owners. This will contribute to a positive perception of the park as a safe and welcoming space.
4. Positive Impact on Pet Health: The introduction of pet-friendly amenities and exercise facilities will contribute to the physical and mental well-being of the canine community, promoting healthier and happier pets.
5. Boost in Local Economy: A revitalized dog park is likely to attract more visitors, potentially leading to increased foot traffic for local businesses and creating opportunities for local entrepreneurs to cater to the needs of park visitors.
6. Community Pride and Identity: A well-maintained and attractive dog park will instill a sense of pride among community members, contributing to the overall identity and positive reputation of the neighborhood.
7. Social Connectivity: The redesigned park will provide spaces for pet owners to interact, fostering social connections and a sense of community. This will contribute to a more cohesive and connected neighborhood.
8. Educational Opportunities: The project could include informational signage and programs, offering educational opportunities for pet owners about responsible pet ownership, local wildlife, and environmental conservation.

### Requirements

1. Comprehensive Park Assessment: Conduct a thorough assessment of the current park infrastructure, amenities, and user experience to identify areas for improvement.
2. Community Engagement: Solicit feedback from the community through surveys, public forums, and stakeholder meetings to ensure the project aligns with their needs and preferences.
3. Sustainable Design: Integrate environmentally sustainable practices, such as native plant landscaping, waste management solutions, and energy-efficient lighting, into the park renovation plans.
4. Phased Implementation: Execute the renovation in multiple phases to minimize disruptions and allow continuous access to the park during the improvement process.
5. Budget Allocation: Secure adequate funding for park enhancements, maintenance, and community engagement programs to support the successful implementation of the project.

### Conclusion

The Paw Park Renovations project presents a unique opportunity to transform the existing dog park into a vibrant and inclusive community space that benefits both pets and their owners. By addressing the current limitations of the park and incorporating modern amenities, sustainable practices, and community engagement initiatives, the project aims to create a lasting impact on the neighborhood and its residents. We invite stakeholders to support and participate in this exciting initiative for the betterment of our community.

# Project Charter

**Paw Park Renovations**

**Doggo Consulting**

**123 Dogwood Lane**

**Helena, MT 59601**

**03/08/2024**

## Executive Summary

The Paw Park Renovations project aims to address several key issues within the current state of the dog park. The existing facilities face challenges related to outdated infrastructure, limited play area functionality, and insufficient amenities for both dogs and their owners. Recognizing the significance of the dog park as a community space, the renovation project seeks to create a revitalized and engaging environment that promotes canine recreation, socialization, and overall well-being. The executive summary emphasizes the project's core objective: transforming the existing dog park into a positively vibrant space that not only meets the needs of furry companions but also fosters a sense of community among dog owners. The subsequent sections of the charter will delve into specific details, including project objectives, scope, stakeholders, budget considerations, and a comprehensive timeline, providing a more detailed overview of the initiative's purpose and justification.

## Project Purpose/Justification

### Business Need/Case

The Paw Park Renovations project is driven by a compelling business need rooted in the community's increasing demand for a modern and dynamic dog park facility. The existing dog park faces functional limitations and outdated amenities that no longer meet the evolving needs of the community's canine companions and their owners. Market demand for pet-friendly spaces has surged, reflecting a societal shift towards valuing the well-being and socialization of pets. Additionally, the project aligns with the organization's commitment to community engagement and enhancing the quality of life for its residents.

### Business Objectives

The business objectives for the Paw Park Renovations project align seamlessly with our organizational commitment to community development and well-being. By enhancing the existing dog park, we aim to achieve the following strategic goals:

* Support vibrant community living.
* Maximize public space utilization.
* Demonstrate environmental stewardship.
* Stimulate the local economy.

## Project Description

The Paw Park Renovations project is geared towards transforming our community dog park into a safe, engaging, and aesthetically pleasing space for local residents and their pets. The initiative involves upgrading infrastructure, introducing pet-friendly play structures, and enhancing landscaping. Through phased execution, we aim to create a vibrant and eco-friendly environment, fostering community engagement and well-being. Regular updates and community involvement will be prioritized to ensure transparency and gather valuable feedback throughout the renovation process.

### Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the Paw Park Renovations project, the following objectives must be met within the designated time and budget allocations:

* Commence infrastructure upgrades: Initiate the upgrading of park infrastructure, including fencing, waste disposal stations, and water facilities, and ensure completion within the next 90 days.
* Install play structures: Implement the installation of pet-friendly play structures to enhance the recreational experience for dogs, completing the task within the next 120 days.
* Enhance Landscaping: Begin Landscaping improvements, introducing native flora and sustainable practices, with completion targeted within the next 75 days.
* Community engagement kickoff: Launch a community engagement initiative through town hall meetings and feedback platforms, fostering active involvement within the next 30 days.

### Requirements

This project must meet the following list of requirements in order to achieve success.

* Ensure that the renovated Paw Park caters to the needs and preferences of the local community.
* Adhere to all local and state regulations.
* Prioritize the safety of both dogs and their owners by implementing features such as secure fencing, designated play zones, and clear signage.
* Incorporate eco-friendly practices in park design, landscaping, and infrastructure.
* Develop and execute the renovation plan within the allocated budget.
* Establish effective communication channels for ongoing engagement with the community.
* Adherence to the project timeline, ensuring that all phases are completed within the specified timeframes.
* Implement stringent quality control measures for all installation and construction work.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

### Constraints

The following constraints pertain to the Paw Park Renovations project:

* The renovation project must operate within the allocated budget.
* Construction activities should minimize disruption to the local community, considering noise, accessibility, and safety to ensure a positive relationship with the neighborhood.
* Strict adherence to local and state regulations may pose restrictions on certain aspects of the renovation, requiring thorough planning and compliance checks throughout the project.
* Unanticipated issues such as adverse weather conditions, unforeseen site complications, or changes in regulatory requirements may arise, demanding agile responses and adaptability to overcome unexpected challenges.
* Meeting or exceeding quality standards may pose constraints on time and resources, necessitating a delicate balance between delivering a high-quality renovation and adhering to project constraints.
* While stakeholder engagement is crucial, there may be limitations in terms of public participation or approval processes, requiring clear communication and community outreach strategies.

### Assumptions

The following is a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* It is assumed that the local community supports the Paw Park Renovations project, and any potential concerns or opposition will be effectively addressed through transparent communication and engagement initiatives.
* The project assumes that the allocated budget for Paw Park Renovations remains available throughout the project's duration, and any potential changes in funding will be communicated and addressed promptly.
* The project operates under the assumption that current regulatory requirements and permits necessary for park renovations are consistent and will not undergo significant changes during the project's timeline.
* The project assumes reasonable weather conditions for construction activities, with contingency plans in place for unexpected weather-related delays or disruptions.
* The project assumes the availability of skilled labor and construction professionals required for the renovation work, with efforts to address any potential skill shortages promptly.
* The project assumes that materials and equipment required for the renovations will be delivered on time, with proactive measures in place to manage any potential delays.
* It is assumed that safety measures and protocols will be followed diligently to ensure the well-being of the public and construction workers throughout the renovation process.
* The success of the project relies on the assumption that communication channels within the project team, stakeholders, and the community are efficient, allowing for timely updates, issue resolution, and feedback.

### Preliminary Scope Statement

The Paw Park Renovations project aims to enhance and revitalize the existing park facilities to create a more engaging and sustainable space for the community and their pets. The project will include the refurbishment of play areas, installation of modern pet-friendly amenities, landscaping improvements, and the incorporation of eco-friendly elements. High-level resource requirements involve skilled labor, construction materials, and equipment essential for the renovation process. The completion of the project will be marked by the unveiling of an upgraded Paw Park that aligns with community expectations, complies with safety standards, and offers an enriched experience for both pets and their owners. This preliminary scope statement serves as an overview, with detailed specifics to be progressively elaborated upon during the project's development stages.

## Risks

The following risks for the Paw Park Renovation project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* There is a risk of facing opposition or resistance from the local community during the project.
* Unfavorable weather conditions pose a risk to construction timelines.
* Unexpected costs may arise, impacting the project budget.
* Delays or disruptions in the supply chain for materials could affect the timeline.
* Delays or challenges in obtaining necessary permits and regulatory approvals may hinder the project’s progress.
* The performance of selected contractors may pose a risk if not closely monitored.

## Project Deliverables

This list of deliverables aligns with the project's objectives and ensures that the renovated Paw Park meets the expectations of stakeholders, the local community, and pet owners. Any additions to this list will require project sponsor approval to prevent scope creep and maintain project focus.

* Renovated dog play areas including agility structures and improved landscaping.
* Walking trails designed to allow a pleasant walk for dogs and owners alike.
* Installation of clear and informative signage throughout the park.
* Designated rest areas with seating and shelters for visitors to relax.
* Strategically placed waste management stations equipped with waste bags.
* Improved entrance aesthetics with attention to landscaping and welcoming features.
* Installation of a community bulletin board to share park-related information, events, and announcements.
* Implementation of safety measures such as fencing, gates, and secure entrances to ensure the well-being of both dogs and visitors.
* Overall landscaping improvements, including planting dog-friendly vegetation and maintaining a visually appealing environment.

## Summary Milestone Schedule

Outlined below is a tentative schedule of major milestones for the Paw Park Renovations project. It is imperative to recognize that this is an initial estimate and may undergo adjustments as the project advances and specific requirements are more precisely defined. Any alterations to this schedule will be effectively communicated through project status meetings facilitated by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| * Project Start | 03/01/20xx |
| * Conceptual Design Approval | 03/15/20xx |
| * Community Feedback Session | 04/01/20xx |
| * Detailed Design and Permitting | 04/15/20xx |
| * Commencement of Renovation Work | 05/01/20xx |
| * Halfway Renovation Checkpoint | 06/15/20xx |
| * Project Complete | 09/01/20xx |

## Summary Budget

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| * Personnel Resources | $50,000 |
| * Materials and Equipment | $85,000 |
| * Inspections and permitting | $30,000 |
| * Landscaping and Greenery + Contingency Reserve | $80,000 |
| **Total** | **$245,000** |

## Project Approval Requirements

Successful completion of the Paw Park Renovations project will be determined based on the fulfillment of several key criteria. First, the physical completion of all renovation work, including construction, landscaping, and infrastructure enhancements, must align with the project plan. Additionally, community satisfaction, measured through engagement initiatives and feedback sessions, is crucial. Ensuring compliance with local regulations, adhering to the allocated budget and timeline, maintaining high-quality standards, and obtaining final approval from the Project Sponsor, Joel Barkington, are essential components for project success. Once these criteria are met, and the Project Sponsor formally approves, the Paw Park Renovations project will be considered successfully completed.

## Project Manager

Zachary Nikkel has been appointed as the Project Manager for the Paw Park Renovations project. Mr. Nikkel will bear the responsibility for overseeing and coordinating all aspects of the project, including task management, scheduling, and communication. Leading a team comprised of various specialists and collaborating with relevant stakeholders, Mr. Nikkel will ensure the seamless execution of the renovation tasks. He will work in a matrix support structure with the support of personnel from different departments, including potential collaboration with external contractors. In terms of authority, Mr. Nikkel is empowered to approve budget expenditures within the predefined budget limits. Any requests for additional funding will be directed to the Project Sponsor, Joel Barkington. Mr. Nikkel will regularly update the Project Sponsor on project progress and key developments, providing weekly status reports.

## Authorization

Approved by the Project Sponsor:

Date:

Joel Barkington

Chief Executive Officer (CEO)

# Project Brief

Paw Park Renovations

## Project Overview

The Paw Park Renovations project aims to transform the existing dog park into a modern, vibrant, and community-centered space that caters to the needs of both dogs and their owners. By upgrading infrastructure, introducing new amenities, and enhancing landscaping, the project seeks to create a safe, engaging environment that fosters canine recreation, socialization, and overall well-being.

## Key Objectives

* Upgrade park infrastructure including fencing, waste disposal stations, and water facilities.
* Install pet-friendly play structures to enhance the recreational experience for dogs.
* Enhance landscaping with native flora and sustainable practices.
* Foster community engagement through town hall meetings and feedback platforms.

## Budget

Total Estimated Budget: $245,000

* Personnel Resources: $50,000
* Materials and Equipment: $85,000
* Inspections and Permitting: $30,000
* Landscaping and Greenery + Contingency Reserve: $80,000

## Timeline

* Project Start: March 1, 20xx
* Project Completion: September 1, 20xx

## Project Team

* Project Manager: Zachary Nikkel – Responsible for overseeing project execution, task management, scheduling, and communication.
* Construction Supervisor: Doug Pawington – Manages on-site construction activities, ensures adherence to safety standards, and coordinates with subcontractors.
* Landscape Architect: Billy Bushes – Designs and oversees implementation of landscaping improvements, incorporating eco-friendly practices and native flora.
* Community Engagement Coordinator: Lisa Woofer – Facilitates communication with the local community, organizes town hall meetings, and gathers feedback.
* Budget Analyst: Petey Prowler – Manages the project’s budget, tracks expenditures, and ensures financial accountability.

## Key Stakeholders

* Community Residents
* Dog Owners
* Local Authorities
* Environmental Agencies
* Project Sponsor: Joel Barkington

## Project Risks

* Potential community opposition
* Weather-related construction delays
* Unexpected costs impacting the budget.
* Supply chain disruptions.
* Permitting and regulatory approval delays

## Communication Plan

Regular updates will be provided through project status meetings and weekly reports distributed to stakeholders.

## Conclusion

The Paw Park Renovations project aims to revitalize the existing dog park, aligning with community needs and enhancing the overall quality of life for residents and their furry companions. Through strategic planning, collaboration, and effective execution, the project seeks to achieve its objectives within the allocated budget and timeline, ensuring a successful outcome for all stakeholders involved.

### Project Approval

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Joel Barkington, CEO, Doggo Consulting

# Project Scope Statement

## Project Overview

The Paw Park Renovations project aims to transform the existing dog park into a modern, vibrant, and community-centered space that caters to the needs of both dogs and their owners. By upgrading infrastructure, introducing new amenities, and enhancing landscaping, the project seeks to create a safe, engaging environment that fosters canine recreation, socialization, and overall well-being.

## Scope Description

The scope of the Paw Park Renovations project includes but is not limited to the following:

1. **Infrastructure Upgrades:**
   * Replacement or refurbishment of existing fencing to ensure security and containment.
   * Installation of new waste disposal stations to promote cleanliness and hygiene.
   * Upgrading water facilities to provide adequate hydration for pets and owners.
2. **Installation of Pet-Friendly Play Structures:**
   * Selection and installation of play structures designed to enhance the recreational experience for dogs.
   * Incorporation of agility equipment, obstacle courses, and interactive features to stimulate physical activity and mental engagement.
3. **Enhanced Landscaping:**
   * Design and implementation of landscaping improvements using native flora and sustainable practices.
   * Creation of aesthetically pleasing green spaces, walking trails, and rest areas for visitors.
4. **Community Engagement Initiatives:**
   * Organization of town hall meetings, feedback platforms, and community events to solicit input from residents and dog owners.
   * Incorporation of community feedback into project planning and execution to ensure alignment with local needs and preferences.

## Scope Exclusions

The following elements are explicitly excluded from the scope of the Paw Park Renovations project:

* Structural modifications to existing buildings or facilities not directly related to park renovations.
* Expansion of park boundaries or acquisition of additional land beyond the current park footprint.
* Implementation of non-essential amenities or features beyond the defined project objectives.

## Project Deliverables

Upon completion, the Paw Park Renovations project will deliver the following key deliverables:

* Upgraded park infrastructure including fencing, waste disposal stations, and water facilities.
* Installation of pet-friendly play structures and agility equipment.
* Enhanced landscaping with native flora, walking trails, and rest areas.
* Community engagement documentation and feedback reports.

## Acceptance Criteria

The Paw Park Renovations project will be considered successfully completed when:

* All project deliverables meet the specified quality standards and requirements outlined in the project plan.
* Community stakeholders express satisfaction with the renovated park through feedback mechanisms.
* Final inspection and approval are obtained from relevant authorities and project sponsors.

## Constraints

The Paw Park Renovations project operates under the following constraints:

* Budget constraints as outlined in the project budget.
* Compliance with local regulations, permits, and environmental standards.
* Weather-related constraints impacting construction activities and timelines.
* Resource availability including skilled labor, materials, and equipment.

## Assumptions

The following assumptions are made regarding the Paw Park Renovations project:

* Adequate funding will be available throughout the project duration as per the approved budget.
* Regulatory approvals and permits required for park renovations will be obtained in a timely manner.
* Weather conditions conducive to construction activities will prevail during the project timeline.
* Availability of skilled labor, materials, and equipment necessary for project implementation.

**Revision History:** Version 1.0 - April 21, 2024

# Team Charter

## Project Overview

The Paw Park Renovations project aims to transform the existing dog park into a modern, vibrant, and community-centered space that caters to the needs of both dogs and their owners. The project team is tasked with executing various activities to achieve the project objectives within the defined timeline and budget.

## Team Members

1. **Zachary Nikkel (Project Manager)**
   * Responsibilities:
     + Overseeing project execution.
     + Task management and scheduling.
     + Communication with stakeholders.
   * Deliverables:
     + Weekly project status reports.
     + Timely completion of project tasks.
   * Resources:
     + Project management software.
     + Communication tools (e.g., email, Slack).
2. **Doug Pawington (Construction Supervisor)**
   * Responsibilities:
     + Managing on-site construction activities.
     + Ensuring adherence to safety standards.
     + Coordinating with subcontractors.
   * Deliverables:
     + Completion of construction tasks as per schedule.
     + Maintenance of safety protocols on-site.
   * Resources:
     + Construction equipment and tools.
     + Safety gear and equipment.
3. **Billy Bushes (Landscape Architect)**
   * Responsibilities:
     + Designing landscaping improvements.
     + Overseeing implementation of landscaping plans.
     + Incorporating eco-friendly practices.
   * Deliverables:
     + Detailed landscaping plans.
     + Successful implementation of landscaping enhancements.
   * Resources:
     + Landscape design software.
     + Native flora and sustainable materials.
4. **Lisa Woofer (Community Engagement Coordinator)**
   * Responsibilities:
     + Facilitating communication with the local community.
     + Organizing town hall meetings and feedback sessions.
     + Gathering and documenting community feedback.
   * Deliverables:
     + Community engagement reports.
     + Feedback analysis and incorporation into project planning.
   * Resources:
     + Event coordination resources.
     + Communication channels (e.g., email, social media).
5. **Petey Prowler (Budget Analyst)**
   * Responsibilities:
     + Managing the project budget.
     + Tracking expenditures and financial accountability.
   * Deliverables:
     + Budget reports and updates.
     + Adherence to budgetary constraints.
   * Resources:
     + Financial management software.
     + Budget tracking tools.

## Roles and Responsibilities

* Each team member is responsible for their assigned tasks and deliverables as outlined in their respective job descriptions.
* Collaboration and communication among team members are crucial for the successful execution of the project.

## Team Objectives

* To effectively execute project tasks and deliverables within the defined timeline and budget.
* To ensure stakeholder satisfaction through transparent communication and community engagement.
* To prioritize safety, quality, and sustainability in all project activities.

## Resources

* The project team will have access to necessary resources including personnel, equipment, and software tools required to fulfill their roles and responsibilities effectively.

## Communication Plan

* Regular communication channels will be established to facilitate information sharing and updates among team members.
* Weekly project status meetings will be conducted to review progress, address challenges, and plan upcoming tasks.

## Conflict Resolution

* Any conflicts or disagreements among team members will be addressed promptly and resolved through open communication and collaboration.
* The project manager will serve as the primary mediator in resolving conflicts and ensuring a positive team dynamic.

Revision History: Version 1.0 – April 21, 2024

# Project Schedule and Work Breakdown

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Description automatically generated

Paw Park Renovations

1

Initiation

1.1

Planning

1.2

Execution

1.3

Monitoring / Performance

1.4

Scope and Goal Setting

1.2.1

Project Charter

1.1.1

Research

1.1.2

Community Engagement

1.1.3

Feasibility Study

1.1.4

Needs Assessment and Project Initiation

1.1.5/6

Design Development

1.2.2

Budget

1.2.3

Communication Plan

1.2.4

Risk Management

1.2.5

Construction and Installation

1.3.1

Status and Tracking

1.3.2

Project Updates

1.3.3

Kick-off Event

1.3.4

Project Monitoring

1.4.1

Quality Control

1.4.2

Community Feedback Sessions

1.4.3

Grand Opening Event

1.4.4

# Requirements Management Plan

## Introduction

The Requirements Management Plan for the Paw Park Renovations project outlines how requirements will be collected, analyzed, documented, and managed throughout the project's lifecycle. This plan ensures that both project and product requirements are addressed adequately, reducing the risk of omissions or unfulfilled requirements. By adhering to this plan, the project team aims to deliver a successful renovation project that meets the needs of the community and enhances the dog park experience.

## Requirements Management Approach

The requirements management approach for the Paw Park Renovations project will be structured into four main areas: requirements identification, requirements analysis, requirements documentation, and ongoing requirements management.

### Requirements Identification

We will use a multi-faceted approach to gather requirements, including:

* Surveys: Develop and distribute surveys to gather feedback from the community regarding their preferences, needs, and expectations for the renovated dog park.
* Community Meetings: Organize town hall meetings or focus groups to engage directly with stakeholders, including dog owners, residents, local authorities, and environmental agencies, to solicit input and suggestions.
* Online Feedback Platforms: Create an online platform or utilize social media channels to collect feedback and suggestions from a broader audience, allowing for greater community participation and inclusivity.

We will ensure active involvement and representation from various stakeholders, including:

* Dog Owners: Engage with dog owners to understand their specific requirements for the park, such as amenities, safety features, and recreational activities.
* Residents: Consider the preferences and concerns of local residents regarding noise levels, traffic impact, and park accessibility.
* Local Authorities: Collaborate with municipal authorities to comply with regulatory requirements, zoning ordinances, and environmental regulations.
* Environmental Agencies: Consult with environmental agencies to incorporate sustainable practices, minimize ecological impact, and preserve natural habitats within the park.

### Requirements Analysis

**Categorization:** Requirements will be categorized into several key areas to facilitate organization and prioritization. These categories may include:

* Infrastructure: Requirements related to park structures, fencing, pathways, and utilities.
* Amenities: Requirements for recreational features, seating areas, waste disposal stations, and water facilities.
* Landscaping: Requirements pertaining to vegetation, greenery, irrigation systems, and sustainable landscaping practices.
* Safety: Requirements focusing on park security, signage, lighting, and emergency response measures.
* Accessibility: Requirements addressing ADA compliance, wheelchair accessibility, and inclusive design principles.
* Sustainability: Requirements aimed at promoting environmental sustainability, such as recycling initiatives and energy-efficient amenities.

**Impact Assessment:** Each requirement will undergo a thorough impact assessment to evaluate its implications on project scope, schedule, budget, and quality. Impact assessments will consider factors such as:

* Cost implications: Assessing the financial feasibility of implementing each requirement within the allocated budget.
* Time constraints: Evaluating the time required for planning, procurement, implementation, and maintenance of each requirement.
* Quality considerations: Ensuring that each requirement contributes positively to the overall quality and functionality of the renovated park.
* Stakeholder satisfaction: Gauging the extent to which each requirement meets the needs and expectations of park users, residents, and local authorities.

**Metrics and Acceptance Criteria:** Clear metrics and acceptance criteria will be established for each requirement to facilitate objective evaluation and validation. Examples of metrics and criteria may include:

* Quantitative measures: Such as cost estimates, construction timelines, and compliance rates with regulatory standards.
* Qualitative assessments: Such as user satisfaction surveys, feedback from stakeholders, and observations of park utilization.
* Performance benchmarks: Such as minimum compliance rates for safety standards, maximum response times for emergency services, and thresholds for user satisfaction ratings.

### Requirements Documentation

This section outlines how requirements will be documented to ensure clarity, accessibility, and traceability throughout the project lifecycle.

**Document Format:** Requirements will be documented using a standardized format to ensure consistency and readability. The document format will include:

* Requirement ID: A unique identifier for each requirement to facilitate tracking and referencing.
* Requirement Description: A clear and concise description of the requirement, including its purpose, scope, and objectives.
* Priority Level: An indication of the importance or urgency of each requirement, based on stakeholder priorities and project constraints.
* Owner/Accountable Party: The individual or team responsible for overseeing the implementation and fulfillment of each requirement.
* Status: The current status of each requirement, including whether it is pending, in progress, completed, or deferred.
* Dependencies: Any dependencies or interrelationships between requirements that may impact their implementation or sequencing.

**Repository and Version Control:** Requirements documentation will be stored in a centralized repository, accessible to all project team members and stakeholders. Version control mechanisms will be implemented to track changes, revisions, and updates to the requirements document over time. This will ensure that all stakeholders have access to the latest version of the document and can review any modifications or amendments as needed.

**Review and Approval Process:** A formal review and approval process will be established for the requirements document to ensure alignment with project objectives and stakeholder expectations. This process will involve:

* Initial drafting: The creation of a draft requirements document based on input from stakeholders and project team members.
* Review and feedback: Soliciting feedback from relevant stakeholders, including dog owners, residents, local authorities, and environmental agencies.
* Revision and finalization: Incorporating feedback and making revisions to the requirements document as necessary to address concerns and ensure consensus among stakeholders.
* Approval and sign-off: Obtaining formal approval and sign-off from the project sponsor or designated authority to finalize the requirements document and proceed with project planning and execution.

### Ongoing Requirements Management

**Change Management Process:** A structured change management process will be implemented to address any modifications, updates, or revisions to project requirements. This process will include:

* Change identification: Identifying and documenting proposed changes to project requirements, including the rationale and potential impacts.
* Impact assessment: Assessing the potential effects of proposed changes on project scope, schedule, budget, and quality.
* Change approval: Reviewing proposed changes with relevant stakeholders and obtaining approval from the project sponsor or change control board.
* Change implementation: Implementing approved changes and updating the requirements documentation accordingly to reflect the modified scope or objectives.
* Communication: Communicating approved changes to all project team members and stakeholders to ensure awareness and understanding of the updated requirements.

**Requirements Traceability:** A requirements traceability matrix will be maintained to track the relationship between project requirements and other project artifacts, such as design documents, test cases, and deliverables. The traceability matrix will include:

* Requirement ID: The unique identifier assigned to each requirement for reference and tracking purposes.
* Requirement Description: A brief description of the requirement, including its purpose and objectives.
* Design document reference: The corresponding design document or specification where the requirement is elaborated and detailed.
* Test case reference: The test case or testing procedure associated with validating the requirement and ensuring its functionality.
* User acceptance criteria: The criteria or conditions that must be met for the requirement to be accepted and approved by stakeholders.

**Regular Reviews and Updates:** Requirements will be subject to regular reviews and updates to ensure their continued relevance, accuracy, and alignment with project goals. These reviews will be conducted:

* Periodically: At predefined intervals throughout the project lifecycle, such as milestone checkpoints, phase transitions, or sprint retrospectives.
* Proactively: In response to changes in project scope, stakeholder priorities, or external factors that may impact project requirements.
* Collaboratively: Through collaborative discussions and workshops involving project team members, stakeholders, and subject matter experts to solicit feedback and input.

## Configuration Management

Configuration management is crucial for maintaining control over project changes and ensuring alignment with project requirements and objectives. This section outlines the configuration management process for the Paw Park Renovations project:

**Change Initiation:** Proposed changes to the project or its requirements can be initiated by project team members, stakeholders, or other relevant parties involved in the project. These changes must be documented and submitted as a formal change request, outlining the reasons for the change and the potential impacts on the project.

**Impact Analysis:** The project team will analyze the proposed change to assess its impact on the project's scope, schedule, budget, resources, and other relevant aspects. This analysis will help determine if the change is necessary and beneficial to the overall project objectives.

**Change Review and Approval:** A designated change control board or similar authority, consisting of key project stakeholders, will review the proposed change and its impact analysis. The board will then decide whether to approve, reject, or request further information before making a decision.

**Change Implementation:** If the proposed change is approved, the project team will update the project plan, schedule, and other relevant documentation to reflect the change. This may include adjusting work packages, reallocating resources, or revising the project's scope or requirements.

**Change Communication:** The project manager will communicate the approved change to all relevant stakeholders, ensuring they are aware of the change, its impacts, and any necessary actions they must take. This communication will be consistent and clear to minimize misunderstandings and maintain transparency.

**Change Tracking and Reporting:** The project team will track and report on the status of the change, its implementation, and its impact on the project. This information will be included in regular project status reports and will be used to inform decision-making and ongoing project management activities.

By implementing a robust configuration management process, the Paw Park Renovations project can effectively manage changes, maintain control over project requirements, and ensure the successful delivery of a comprehensive renovation project that meets the needs of the community.

## Requirements Prioritization Process

Prioritizing requirements is essential for effective requirements management in the Paw Park Renovations project. This section outlines the requirements prioritization process:

**Categorization:** Requirements will be grouped into high, medium, and low priority categories based on their importance to project objectives. High-priority requirements are critical for the project's success, while medium and low-priority requirements are less critical but still contribute to the overall goals.

**Evaluation:** Each requirement will be evaluated based on its impact on project scope, time, and cost. This evaluation will help stakeholders understand the potential consequences of implementing or omitting specific requirements.

**Collaborative Decision-Making:** Discussions among stakeholders will determine the priority of each requirement. Open communication and collaboration will ensure that everyone's concerns and perspectives are considered during the prioritization process.

**Ranking:** Requirements within each priority category will be ranked based on their importance and impact on the project. This will provide a clearer understanding of which requirements should be addressed first and which can be deferred if necessary.

**Review and Adjust:** The prioritization process will be periodically reviewed and adjusted throughout the project lifecycle. This ensures that the project remains focused on addressing the most important requirements and adapts to any changes in the project's environment.

By following this requirements prioritization process, the Paw Park Renovations project will be better equipped to manage its requirements effectively and efficiently, ultimately contributing to the overall success of the project.

## Product Metrics

Product metrics are essential for measuring project success and ensuring that project objectives are met. This section defines product metrics for the Paw Park Renovations project:

**Cost:** The renovation project must adhere to the allocated budget to cover expenses such as materials, equipment, labor, and other costs. Any deviations from the budget must be carefully monitored and managed to avoid overspending.

**Quality:** The renovated dog park must meet or exceed local standards for park infrastructure, amenities, and landscaping. Quality measures may include durability, functionality, aesthetics, and user satisfaction.

**Performance:** The success of the renovation project will be measured by its impact on park usage, community engagement, and canine well-being. Performance metrics may include increased foot traffic, positive feedback from park users, and improvements in pet health and behavior.

By establishing and monitoring these product metrics, the Paw Park Renovations project can effectively measure its progress and success, ensuring a positive impact on the community and the park's visitors.

## Requirements Traceability Matrix

Maintain a traceability matrix to track requirements through design, implementation, testing, and acceptance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirement ID | Requirement Description | Design Document Reference | Test Case Reference | User Acceptance Criteria |
| REQ-001 | Upgrade park infrastructure | DD-001 | TC-001 | UAC-001 |
| REQ-002 | Install pet-friendly play structures | DD-002 | TC-002 | UAC-002 |
| REQ-003 | Enhance landscaping with native flora | DD-003 | TC-003 | UAC-003 |
| REQ-004 | Foster community engagement | DD-004 | TC-004 | UAC-004 |
| REQ-005 | Stay within budget constraints | DD-005 | TC-005 | UAC-005 |
| REQ-006 | Complete project by deadline | DD-006 | TC-006 | UAC-006 |

### Sponsor Acceptance

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Joel Barkington, CEO, Doggo Consulting

# Project Budget

**Total Estimated Budget:** $245,000

|  |  |
| --- | --- |
| **Category** | **Estimated Cost ($)** |
| Personnel Resources | $50,000 |
| Materials and Equipment | $85,000 |
| Inspections and Permitting | $30,000 |
| Landscaping and Greenery + Contingency Reserve | $80,000 |

**Personnel Resources:**

* **Project Manager:** $15,000
* **Construction Supervisor:** $20,000
* **Landscape Architect:** $10,000
* **Community Engagement Coordinator:** $5,000
* **Budget Analyst:** $5,000

**Materials and Equipment:**

* **Fencing:** $20,000
* **Pet-Friendly Play Structures:** $25,000
* **Landscaping Materials:** $15,000
* **Other Equipment (Waste disposal stations, water facilities):** $25,000

**Inspections and Permitting:**

* **Permit Fees:** $15,000
* **Inspection Costs:** $10,000
* **Environmental Assessment:** $5,000

**Landscaping and Greenery + Contingency Reserve:**

* **Native Flora:** $30,000
* **Greenery and Irrigation:** $20,000
* **Contingency Reserve (~12% of Total Budget):** $30,000

*Note: The budget is subject to change based on project requirements, unforeseen circumstances, and stakeholder feedback.*

# Communication Plan

## Summary

This Communications Plan outlines strategies for effective communication throughout the Paw Park Renovations project. It includes objectives, stakeholder analysis, key messages, channels, and responsibilities.

## Introduction

The Paw Park Renovations project aims to revitalize the community's recreational space. This plan outlines communication strategies to engage stakeholders, manage expectations, and ensure project success.

## Situation Analysis

Strengths:

* Strong community engagement
* Project team's expertise in park renovations

Weaknesses:

* Limited previous formal communication plans
* Potential for misinterpretation of messages

Opportunities:

* Enhance community involvement through effective communication
* Boost project visibility and support

Threats:

* Misalignment between project goals and stakeholder expectations
* Inadequate communication leading to misunderstandings

## Objectives

So far, we have set out the *current state* of communications within our team. The next step is to describe the *future state*, which will be achieved through the execution of this plan.

#### Communications Objectives

#### Increase stakeholder awareness of project goals and progress.

* + Foster community engagement and support for the renovation project.
  + Ensure timely and accurate dissemination of project updates and milestones.

#### Communications Guidelines

### Tailor messages to audience preferences and needs.

* + Ensure transparency and honesty in all communications.
  + Regularly review and adapt communication strategies based on feedback.

# Stakeholders

## Target Audience

* Project Sponsor
* Community Members
* Local Government Officials
* Park Users
* Contractors and Suppliers
* Media Outlets

### Stakeholder Requirements

You now know exactly who it is that you are going to formally communicate with. The next step is to identify the information that they need to receive. List each stakeholder in the table below then describe the information that they need to receive and the timeframe in which they need to receive it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Information** | **Timeframe** |
| Bill Hallinan | Project Sponsor | * Summary project status * Critical risks and issues * Budget & timeline performance | Monthly |
| Zachary Nikkel | Project Manager | * Detailed project status * All risks and issues * Resource, supplier, procurement budget & timeline performance | Weekly |
| Community Members | Stakeholder | * Project updates * Events | Weekly |
| Park Users | Stakeholder | * Renovation Schedule * Access information | Weekly |
| Local Government Officials | Stakeholder | * Regulatory Compliance * Approvals | As needed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

You will want to check with each stakeholder that the above information requirements meet their needs before you continue.

## Key Messages

* Progress Updates: Regular updates on renovation progress and milestones.
* Community Engagement: Opportunities for community involvement and feedback.
* Safety Measures: Information on safety protocols during construction phases.

# Channels

## Delivery Channels

* Project Website
* Community Meetings
* Social Media Platforms
* Newsletters
* Press Releases

## Information Collection

|  |  |
| --- | --- |
| Channel | Newsletters |
| Information Requirement | Project Status, progress, key interest items. |
| Information Provider | Project Manager, Project Administrator |
| Collection Timeframe | Friday afternoons. |

|  |  |
| --- | --- |
| Channel | Project Website |
| Information Requirement | Project Status, progress, key interest items |
| Information Provider | Project Manager, Project Administrator |
| Collection Timeframe | Updates applied as progress continues. |

|  |  |
| --- | --- |
| Channel | Community Meetings |
| Information Requirement | Project Status, progress, discussion topics, future meeting times |
| Information Provider | Communications Manager |
| Collection Timeframe | Frequency depending on need. At least monthly meetings with community should be done. |

# Communications Plan

## Communications Schedule



## Communications Events

Then complete the following table with the Communications events listed in the schedule above. Link the events by the common “ID” used. By describing these events in as much depth as possible, you can help your team members to complete the events on time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Event** | **Description©** | **Purpose** | **Frequency** | **Date(s)** |
| 1 | Project Updates | Updating of public information about project on the public website and other social media outlets. | To keep the team and public informed of the project status and ensure that issues, risks or changes are raised early on. | Weekly |  |
| 2 | Community Meetings | Informal meetings with the community regarding concerns and suggestions for project continuation. | To bring the community together and collaborate on ideas for the best park development possible. | As often as possible – Weekly |  |
| 3 | Newsletter Distribution | Newsletter finalization and updates to supply community with concrete information about project. | To distribute information about the project to the public in a paper or email format. | Monthly |  |
| 4 | Press Releases | Communication manager working with local media to discuss progress and information about project. | To boost public awareness to people not already involved with the project or the social media involved with project. | End of each major phase |  |
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## Communications Responsibilities

**Key:**

A = *Accountable* for communication event (as marked in green)

R = *Receives* communications materials, takes part in meetings (as marked in yellow)

M = *Monitors* communications process and provides feedback (as marked in orange).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Project Sponsor** | **Project Manager** | **Community**  **Engagement Team** | **©** |  |  |  |  |  |  |
| 1 | A | R | R |  |  |  |  |  |  |  |
| 2 | R | A | A |  |  |  |  |  |  |  |
| 3 | R | R | A |  |  |  |  |  |  |  |
| 4 | A | A | R |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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# Feedback

## Feedback Measures

* Community Surveys
* Feedback Forms at Community Meetings
* Website Analytics

## Success Criteria

* Positive Stakeholder Feedback
* Increased Community Engagement
* Timely and Accurate Dissemination of Information

# Risk Register

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Risk Description | Category | Probability | Impact | Risk Level | Mitigation Strategy | Contingency Plan |
| R001 | Inclement weather delays construction schedule | Schedule | High | Medium | High | Monitor weather forecasts regularly and adjust construction schedule accordingly. | Allocate additional resources and extend project timeline if necessary. |
| R002 | Community objections to proposed changes at the park | Stakeholder | Medium | High | High | Conduct thorough community consultations and address concerns early in the planning phase. | Develop alternative plans for contentious issues and engage in active dialogue with community leaders. |
| R003 | Budget overruns due to unexpected material costs | Financial | Medium | High | High | Obtain multiple quotes from suppliers and include contingency funds in the budget. | Seek additional funding sources or reallocate budget from non-critical areas. |
| R004 | Regulatory approval delays for construction permits | Regulatory | Medium | High | High | Engage proactively with local authorities and ensure all permit applications are submitted well in advance. | Expedite permit processing through legal channels and explore fast-track options. |
| R005 | Construction accidents or injuries on-site | Health and safety | Low | High | Medium | Implement rigorous safety protocols and provide comprehensive training to all construction personnel. | Have emergency response procedures in place, including first aid training and access to medical facilities. |
| R006 | Supplier or contractor defaults on agreements | Procurement | Low | High | Medium | Vet suppliers and contractors thoroughly before awarding contracts and include penalty clauses in agreements. | Identify alternative suppliers or contractors and activate backup plans if necessary. |

# Project Closure

**Project Name:** Paw Park Renovations

**Project Manager:** Zachary Nikkel

**Closure Date:** April 28, 2024

## Executive Summary

The Paw Park Renovations project aims to revitalize the community’s recreational space by renovating and enhancing the existing dog park. This document summarizes the key achievements, lessons learned, and recommendations for future projects based on the completion of the Paw Park Renovations project.

## Project Overview

The PPR project commenced on May 5, xxxx with the objective of modernizing and improving the amenities at our Helena community dog park. The project involved extensive community engagement, design planning, construction, and coordination with various stakeholders to ensure the successful completion of the renovation project.

## Key Achievements

* Community Engagement: We achieved high levels of community involvement and support through regular meetings, surveys, and social media outreach.
* Construction Completion: Successfully completed all planned renovations within the allocated timeline and budget.
* Enhanced Park Features: Implemented a range of new features and amenities, including upgraded fencing, agility courses, and waste disposal stations, to improve the overall park experience for visitors and their pets.
* Regulatory Compliance: Obtained all necessary permits and approvals from local authorities, ensuring compliance with regulatory standards throughout the project.

## Lessons Learned

* Effective Communication: Clear and transparent communication with stakeholders is crucial for maintaining community support and resolving issues promptly.
* Contingency Planning: Building contingency plans for potential risks, such as adverse weather conditions or budget overruns, is essential for mitigating project delays and disruptions.
* Supplier and Contractor Management: Thoroughly vetting suppliers and contractors before engagement can help prevent delays and ensure the quality of workmanship.
* Community Involvement: Actively involving the community in the planning and decision making process fosters a sense of ownership and pride in the project outcomes.

## Recommendations for Future Projects

* Community Engagement Strategy: Develop a comprehensive community engagement strategy to solicit feedback and input from stakeholders at every stage of the project lifecycle.
* Risk Management: Prioritize risk management activities and allocate sufficient resources to address potential risks and uncertainties proactively.
* Budget Allocation: Conduct thorough cost estimation and budget planning to account for unforeseen expenses and prevent budget overruns.
* Sustainability Initiatives: Incorporate sustainable design principles and environmentally friendly practices into future project plans to minimize ecological impact and promote long-term sustainability.

## Project Closure Tasks

* Contract Closure: Ensure all contracts and agreements related to the project are formally closed and settled, including final payments to suppliers and contractors.
* Documentation: Compile all project documentation, including meeting minutes, financial records, permits, and approvals, for archiving and future reference.
* Lessons Learned: Document lessons learned from the project, including successes, challenges, and recommendations, to inform future project planning and execution.
* Stakeholder Approval: Obtain formal approval and sign-off from project stakeholders, including the project sponsor and community representatives, to officially close the project.

## Acknowledgements

The successful completion of the PPR project would not have been possible without the dedication, support, and collaboration of the following individuals and organizations:

* Project team members
* Community members and volunteers
* Local government authorities
* Suppliers and contractors
* Project sponsor

## Conclusion

The PPR project has been successfully completed, delivering significant improvements to the community dog park and enhancing the overall quality of life for residents and their pets. This project closure serves as a comprehensive record of the project’s achievements, lessons learned, and recommendations for future endeavors.

This document is hereby approved and accepted by:

Project Manager: Zachary Nikkel

Date: April 28, 2024

Project Sponsor: Joel Barkington

Date: April 28, 2024

# Status Reports

At-a-Glance Weekly Project Status Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name: Paw Park Renovations | | | Week Ending: March 23, 2024 | | |
| Project ID: PPR001 | | | Project Manager: Zachary Nikkel | | |
| Description of Project: The Paw Park Renovations project aims to revitalize the community's recreational space by renovating and enhancing Helena’s own Paw Park. | | | | | |
| Project Start Date: May 5, 20xx | | Project End Date: September 30, 20xx | | % Complete: 3% | |
| This Project is... | | | | | |
| Under Budget  [by $X] | | On Budget | | Over Budget [by $X] | |
| Drivers Behind Budget Variance: Project is on track and progressing as planned during the planning phase. | | | | | |
| This Project is... | | | | | |
| Green when  [definition of “ok”] | | Yellow when  [definition of “in trouble”] | | Red when  [definition of “in danger”] | |
| Underline/Bold Project Status:  **Green (OK)** Yellow (in trouble) Red (in danger) | | | | | |
| Current Life Cycle Phase (check one): | | | | | |
| Concept | **Planning** | Design | Build | Training | Implementation |
| Project Documentation | | Resources | | Materials & Equipment | |
| ❒ Not started  ❒ In development  ❒ Revision update  ❒ Sent for approval  ❒ Other (specify)\_\_\_\_\_\_\_ | | ❒ Available  ❒ Need to assess  ❒ Need to hire  ❒ Release resource(s)  ❒ Other (specify)\_\_\_\_\_\_\_ | | ❒ Sent for approval  ❒ On order  ❒ Delivered  ❒ Supplier paid  ❒ Other (specify)\_\_\_\_\_\_\_ | |
| Project Issues: Some lack of clarity in the requirements might cause a slight delay in the planning process. Limited availability of key stakeholders for planning meetings will hinder progress until we can develop a regularly scheduled meeting time. | | | | | |
| Project Risks: Potential changes in regulatory requirements may impact the project timeline. Regular communication with regulatory authorities to stay updated on any changes and adapt the project plan accordingly. Scope creep during the planning phase may lead to budget overruns. We are working on strict change control procedures and frequent reviews of project scope to ensure alignment with the budget and objectives. | | | | | |

At-a-Glance Weekly Project Status Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name: Paw Park Renovations | | | Week Ending: May 11, 2024 | | |
| Project ID: PPR001 | | | Project Manager: Zachary Nikkel | | |
| Description of Project: The Paw Park Renovations project aims to revitalize the community's recreational space by renovating and enhancing Helena’s own Paw Park. | | | | | |
| Project Start Date: May 5, 20xx | | Project End Date: October 15, 20xx | | % Complete: 20% | |
| This Project is... | | | | | |
| Under Budget  [by $X] | | On Budget  [by $X] | | Over Budget by $1,500 | |
| Drivers Behind Budget Variance: Weather delays are leading to increased labor costs and extended project timeline. | | | | | |
| This Project is... | | | | | |
| Green when  [definition of “ok”] | | Yellow when  [definition of “in trouble”] | | Red when  [definition of “in danger”] | |
| Underline/Bold Project Status:  Green (OK)  **Yellow (in trouble)** Red (in danger) | | | | | |
| Current Life Cycle Phase (check one): | | | | | |
| Concept | Planning | Design | **Build** | Training | Implementation |
| Project Documentation | | Resources | | Materials & Equipment | |
| ❒ Not started  ❒ In development  ❒ Revision update  ❒ Sent for approval  ❒ Other (specify)\_\_\_\_\_\_\_ | | ❒ Available  ❒ Need to assess  ❒ Need to hire  ❒ Release resource(s)  ❒ Other (specify)\_\_\_\_\_\_\_ | | ❒ Sent for approval  ❒ On order  ❒ Delivered  ❒ Supplier paid  ❒ Other (specify)\_\_\_\_\_\_\_ | |
| Project Issues: Weather-related delays during construction phase have led to increased labor costs and extended project timeline by two weeks. We are asking for more volunteers to help, and have also considered hiring more workers to get the project timeline back on track. | | | | | |
| Project Risks: Further weather-related disruptions may exacerbate budget overruns and delay project completion. We are continuously monitoring weather forecasts and adjusting schedules accordingly. We also are exploring options for mitigating weather risks, such as scheduling indoor work during inclement weather. Budget constraints may impact the quality and scope of project deliverables. We are exploring cost-saving measures that don’t compromise quality. We also are evaluating alternative construction methods or materials to minimize budget overruns. | | | | | |

At-a-Glance Weekly Project Status Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name: Paw Park Renovations | | | Week Ending: August 17, 2024 | | |
| Project ID: PPR001 | | | Project Manager: Zachary Nikkel | | |
| Description of Project: The Paw Park Renovations project aims to revitalize the community's recreational space by renovating and enhancing Helena’s own Paw Park. | | | | | |
| Project Start Date: May 5, 20xx | | Project End Date: September 30, 20xx | | % Complete: 70% | |
| This Project is... | | | | | |
| Under Budget  [by $X] | | On Budget | | Over Budget [by $X] | |
| Drivers Behind Budget Variance: NA | | | | | |
| This Project is... | | | | | |
| Green when  [definition of “ok”] | | Yellow when  [definition of “in trouble”] | | Red when  [definition of “in danger”] | |
| Underline/Bold Project Status:  **Green (OK)** Yellow (in trouble) Red (in danger) | | | | | |
| Current Life Cycle Phase (check one): | | | | | |
| Concept | Planning | Design | **Build** | Training | Implementation |
| Project Documentation | | Resources | | Materials & Equipment | |
| ❒ Not started  ❒ In development  ❒ Revision update  ❒ Sent for approval  ❒ Other (specify)\_\_\_\_\_\_\_ | | ❒ Available  ❒ Need to assess  ❒ Need to hire  ❒ Release resource(s)  ❒ Other (specify)\_\_\_\_\_\_\_ | | ❒ Sent for approval  ❒ On order  ❒ Delivered  ❒ Supplier paid  ❒ Other (specify)\_\_\_\_\_\_\_ | |
| Project Issues: Supply chain disruptions have impacted the timely delivery of construction materials, causing minor delays in the project timeline. However, alternative suppliers have been identified, and efforts are underway to expedite procurement and minimize schedule impacts. Thanks to countless volunteers we were able to avert further budget overruns and have even taken steps back to be on budget for the finalization of the project at the end of September. | | | | | |
| Project Risks: Continues supply chain disruptions may pose challenges to project schedule and budget. Ongoing monitoring of material availability and proactive communication with suppliers will be essential to mitigate these risks. Resource constraints could potentially impact the project progress. We will continue to develop contingency plans in the case of work shortages to address these risks effectively. | | | | | |