

Christian Carreras

CSC 554 Project Management (Spring 2018)

Due Date: 04/14/2018

Submission Date: 04/13/2018

# **PennDOT Route 222 Traffic Reduction Contract**

## **Project Charter**

Christian Carreras

04/05/2018

1.0 draft 1

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### 1.0 Revision History

Name	Date	Reason For Changes	Version
Christian Carreras	04/05/18	initial draft	1.0 draft1

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### 2.0 Statement of Purpose

The purpose of this document is to formally recognize the authorization of the PennDOT Route 222 Traffic Reduction Contract. This document contains (a) general information about the PennDOT Route 222 Traffic Reduction Contract (b) a project overview, (c) the project objectives, (d) a list of the people involved in the PennDOT Route 222 Traffic Reduction Contract (d) a list of project constraints, (e) any assumptions made, (f) the preliminary schedule and budget estimates, (g) the plan modification rules, and (h) an approval signature section.

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### 3.0 Project Information

Project Start Date: Monday, May 14<sup>th</sup>, 2018

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Project End Date: Sunday, September 16<sup>th</sup>, 2018

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Project Manager: Christian Carreras

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Project Sponsor: Dr. Hussain

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### 4.0 Project Overview

#### 4.1 Overview of the Organization

The organization of Top Tier Contractors is a statewide construction, landscaping, home improvement, repair and building contractor for the state of Pennsylvania. Goals of the company include to acquire and put into practice employees knowledgeable in many aspects including engineering, architecture, construction, electrical work, plumbing, carpentry, cabinetmaking, safety, communication, welding, project management and many others. Top Tier Contractors hopes to meet these goals through advertising and the scouting of colleges and trade schools across the tri-state region by enticing potential employees with competitive pay, benefits and hands-on experience in construction and contracting. The PennDOT Route 222 Traffic Reduction Contract relates to these goals by creating the opportunity to use some of our well-trained staff to achieve the goal on schedule and under budget.

#### 4.2 Current Situation and Problem/Opportunity Statement

The current situation of at Top Tier Contractors is a good outlook, we have a team set aside for any incoming contracts whether public or private in the state of Pennsylvania and surrounding states. Foreign contracts and domestic contracts in farther away states are considered if our company is directly contacted from the contract provider with a worthwhile/serious offer. Our company has ties to many tool and machinery providers so any resource required can be leased or bought. Our team of well-trained contractors has the knowledge to use any tool and apply their diverse skills to do any contracting job within a reasonable time. Now PennDOT has contacted us and require our services to reduce traffic delays of Route 222 between Fleetwood and Temple, Pennsylvania. This provides an opportunity to successfully complete

another contract that will help us in the pursuit of more contracts, advertising the company to the public as well as acquisitioning more employees. Not to mention, this opportunity will provide payroll and work experience for the employees and profit for the company. The gap that exists between the current situation and the stated objectives is the competition of an in-depth contract for a state government-backed organization. The contract will need to be completed on-schedule, under budget, with efficiently used resources and minimum loss in terms of damages, breakdowns, employee injuries and miscommunication.

### 4.3 Project Objectives

The PennDOT Route 222 Traffic Reduction Contract will accomplish the following:

- 1.) Contract was implemented exactly to PennDOT's specifications
- 2.) Reduced traffic delays on Route 222 between Fleetwood and Temple, Pennsylvania
- 3.) Completion of the project on schedule and under budget
- 4.) Resources were used efficiently and to a minimum of cost
- 5.) Upheld the safety of employees and motorists for contract duration

The target benefits of the contract are the following:

- 1.) Provide company with at least 40% ROI profit
- 2.) Provide payroll for employees (\$45/hour each)
- 3.) Work experience for all employees
- 4.) Projecting a better company image
- 5.) Exposure and increased civilian outlook of company
- 6.) Expanded company resume and experience
- 7.) Increased likelihood of gaining new employees
- 8.) Increased likelihood of gaining new contracts (through PennDOT or other)
- 9.) Increasing business credit score for better rates on loans, leases and insurance

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## 5.0 Roles and Responsibilities

<u>Name</u>	<u>Role</u>	<u>Position</u>	<u>Contact Information</u>
Mr. Christian Carreras	Project Manager	Project Manager	ccarr419@live.kutztown.edu
Dr. Tauqeer Hussain	Project Sponsor	CEO	hussain@kutztown.edu
Ms. Jane Dough	Project Sponsor	President	jdough@ttc.com
Mr. Joseph Dowe	Project Sponsor	Vice President	jdowe@ttc.com
Mr. John Doe	Project Leader	Lead Contractor	jdoe@ttc.com
Mrs. Leslie S. Richards	PennDOT Sponsor	Secretary of Transportation	lrichards@penndot.gov
Mr. James D. Ritzman, P.E.	PennDOT Sponsor	Deputy Secretary for Planning	jritzman@penndot.gov
Mr. Kurt Myers	PennDOT Sponsor	Deputy Secretary for Driver & Vehicle Services	kmyers@penndot.gov
Mrs. Suzanne H. Itzko	PennDOT Sponsor	Deputy Secretary for Administration	sitzko@penndot.gov
Mr. George W. McAuley Jr., P.E.	PennDOT Sponsor	Deputy Secretary for Highway Administration	gmcauley@penndot.gov
Mr. Toby L. Fauver	PennDOT Sponsor	Deputy Secretary for Multimodal Transportation	tfauver@penndot.gov

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## 6.0 Project Constraints

- 1.) The company is limited to 10 men/woman for a team of contractors
- 2.) The company is limited to \$100,000 in leased equipment
- 3.) The company is limited to \$150 in equipment for each employee. This includes manual tools and safety equipment of all kinds.
- 4.) The company can only block one lane per road at a time while working on route

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## 7.0 Assumptions

- 1.) PennDOT already has a plan for the contract and there will be no planning on the part of the company on how to reduce traffic in the area specified.
- 2.) The plan by PennDOT for traffic reduction states that only intersections present with traffic lights are to be affected. It does not call for road expansion or road rework along the whole distance of road specified by PennDOT
- 3.) PennDOT will provide all traffic accessories that controls, instructs, monitors or improves the safety of the flow of traffic i.e. traffic lights, road signs, intersection cameras/speed traps, guard rails, dividers, street lights, etc.
- 4.) PennDOT will provide and/or purchase all necessary road, foundation or sidewalk materials i.e. asphalt, concrete, macadam, etc.
- 4.) The company has/can get and can maintain all required permits for the contract
- 5.) The company has/can get all the necessary tools for the job whether being purchased or leased from another company
- 6.) The company has/can get all insurances for employees and machinery (whether purchased or leased) and maintain them for the contract duration.

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## 8.0 Preliminary Schedule and Budget Estimates

It will take roughly four months to complete the PennDOT Route 222 Traffic Reduction Contract. It is estimated that the total cost of the contract will be \$332,100. The costs are as follows, \$288,000 for payroll of all employees at \$45/hour for 10 employees, \$20,000 for employee insurance at \$500/month per employee, \$4,570 for powering machinery (gasoline/diesel and electric combined), \$5,000 for equipment insurance at \$1,500/month, \$9,260 for leasing heavy machinery at \$2,315 month, \$1,500 for employee equipment at \$150 per employee, \$500 for machine repair or replacement (as the cost of the insurance deductible), \$384 for maintaining the correct permits at \$96/month, and \$2,880 the charge of removing, altering, and disposing existing roadway materials at \$1 per square foot of asphalt/concrete.

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## 9.0 Plan Modification Rules

Only the Project Manager, Mr. Christian Carreras may modify this document.

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## 10.0 Approval Signatures

Project Manager: *Christian Carreras*

*As project manager on the PennDOT Route 222 Traffic Reduction Contract, I have reviewed the information contained in the Project Charter and agree to its content.*

Name	Position	Signature	Date
Mr. C. Carreras	Project Manager		
Dr. T. Hussain	CEO		
Ms. Jane Dough	President		
Mr. Joseph Dowe	Vice President		
Mr. John Doe	Lead Contractor		

The signatures above represent stakeholders' agreement and acknowledgement of the information contained in this document.

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