

General Project Information

PROJECT NAME <i>A project name is important because it will be what everyone uses to reference the project. Pick something meaningful.</i>	Sun room on Kelly's personal home
EXECUTIVE SPONSOR OR PROJECT SPONSOR <i>A project sponsor is the person who requested or authorized the work, generally a manager or executive. They have the most to gain or lose from the project and are often also paying for the project. During the project, the project sponsor champions the project, guides the project team, and serves as the final escalation point for issues.</i>	Allyson Kelly
PROJECT MANAGER <i>A project manager leads the project team. They are the first point of contact when issues arise. They are responsible and accountable for successful delivery of the project.</i>	David Kelly
TARGET IMPLEMENTATION DATE <i>A target implementation date is the desired date that all project deliverables are available.</i>	Dec 30, 2022

Revision History

Version	Date Updated	Author	Description of Change(s)
1	5/26	David Kelly	Initial draft
2	5/26	David Kelly	Final version

Project Definition

PROJECT OVERVIEW / PURPOSE / JUSTIFICATION

Briefly describe why the organization is undertaking this project. Describe the business reasons for the project and/or the business issues the project is planning to address.

This plan outlines a project to build a sun room on the south east side of the Kelly home. The design will match the existing homes architecture and it's current paint and siding. The added windows will enable amazing views into the long section of landscape with views of evergreen trees, flowers and grass. Also, the sunrise will shine into the large windows. Inside the room will be a gas stove to warm the room on cool days. In the summer, the room will be warm from the sun but also feature airconditioning from the installed heating and cooling ducts.

Currently, there is a small window on the east side of the Kelly home. The early sun shines in but in small amounts. There is also a huge side yard with trees and flowers to view. The only way to experience this view is to go outside and sit in a lawn chair. This might work in the 3 summer months but the other 9 months will not be feasible due to poor weather. The proposed project is to add a "Sun Room" to the side of the house. The entrance to the new room will be from the main home and will contain double doors that can be opened constantly or closed as needed.

OUTCOMES

Outcomes and goals define project success and expectations of solutions. The project manager uses this to make sure project work supports outcomes and any changes along the way are properly identified and discussed. List the outcomes that must be achieved in order for this project to be considered a success.

- Increased sunlight into the house in the morning
- Warmth of the sun will save on energy bills for the homeowners. The windows should be energy efficient.
- Extra room for entertainment. A TV monitor can be placed in the room for evening movies.
- The value of the house should increase. This will affect the resale value in the future
- Sky lights will be installed to see the stars.
- Windows will be easy to open.

Deliverables

Deliverables differ from outcomes in that they are specific and tangible. These are the results that can be expected from the project and the project sponsor will be able to confirm if they have been delivered.

- The ceiling will be 10 feet high.
- The design must be inline with neighborhood specifications – Declaration of Covenants (CCRS) enclosed.
- A dual side gas fireplace will be installed that works in the adjacent room and in the sun room.
- Double pocket doors installed need to match existing doors in the house. The doors should have windows in them.
- Floor will match existing floors in the house.
- Fixtures shall be modern and may not match others in the house.
- The fireplace can be turned on with the an on/off button.
- The room will span across the entire end of the house – 30 feet and go out 10 feet.
- The lights will be efficient new bulbs and have a dimmer switch.
- Access to the side yard by installing a double door from the house and then a door to the yard.
- The windows installed need to bring in an abundance of sunlight with only 20% of the sun blocked due to wall beams and window seals.

- Two Skylights installed in the ceiling 4'x4' in dimensions.

Project Scope

Scope defines boundaries for what will (in scope) and will not (out of scope) be included in a project. The project team uses this information as detailed work is planned out. It serves as a guide to help prevent expanding what's included for a project (scope creep). This section represents initial scope at the time the Project Definition Document (PDD) was created. A separate Scope Document should be referenced throughout the project for the latest project scope information.

IN SCOPE

List work needed to complete the project successfully.

- Build a room that is 10x30 feet.
- A dual fireplace is installed.
- A 10 foot ceiling is installed with 2 - 4x4 skylights.
- Double pocket door into new room.
- Single inward swinging door to outside. This also has windows in it.
- The room is sided to match house.
- The roof matches house.
- Air ducts installed in new room.
- 6 Electrical outlets installed. Two on each 30 foot side and 1 on the 10 foot side.
- 2 ways light switch installed on each 30 foot side.
- Cleanup of construction debris.
- Cable tv wiring will be installed

OUT OF SCOPE

List work that will not be part of this project.

- Clear the area of debris where the foundation is going to sit.
- Paint interior/exterior
- Install furnishing for window blinds
- Planting extra shrubs for privacy
- Any yard work that might be needed to match the other buildings.

Project Changes

CHANGE MANAGEMENT

It is common for projects to change over time. When a change is discovered that will impact the previous identified project scope, schedule, cost, or quality it gets evaluated. The project manager will communicate with the executive sponsor about the change. Together, they will determine if the change needs a formal Change Request Form completed and signed or if the change will happen without additional documentation.

For this project, project manager must create a formal Change Request and receive executive sponsor approval for the situations listed below.

- Scope changes unless they are for removal of a nice to have item
- Schedule changes that impact the overall target implementation date
- Decisions that increase the project expenses beyond allocated project budget dollars
- Decisions regarding the quality of project deliverables

Project Assumptions, Constraints, and Risks

ASSUMPTIONS

Assumptions help communicate things expected to be true for a project. List facts, details, and agreements that are part of the basis of the planning for this project's success.

- The floor to the new room will match the level of the adjacent rooms.
- The vents for the ducting will come from the floor level and not the ceiling.
- The walls will have a light texture sprayed to match other rooms in the house.
- The lights in the ceiling will be incandescent to match the kitchen lights.
- A 2-way dimmer switch is installed.
- The external door will swing in side.
- The roof will have overhangs that match the house
- The roof materials match the house.
- The siding will match the house siding.
- The windows will match as close as possible to other windows in the house. They will be vinyl windows and double pane. They will contain low-E glass. The windows on the sides of the room can open and have screens installed.
- The outlets and switches will be white.
- The double doors in the room will be pocket doors and contain a dead bolt and safety windows.

CONSTRAINTS

Constraints identify limitations that impact the plans for or management of a project. List known limitations or restrictions for this project.

- The roofing materials - cedar shingles might be cost prohibited. Before buying, let's price it out.

RISKS

Risks are used by the project manager to preplan for events that may occur and the best way to react to the event. List possible events that may occur and positively or negatively impact the achievement of a project outcome.

- Finding contractors in the summer might be cost prohibited. Consider changing the project start dates to end of summer.
- The rising cost of materials might affect the quality of materials or delay the project.

- The Home Owners Association (HOA) might not approve the design.
- There may be wires, pipes or septic system under new floor.

HIGH-LEVEL RISK TOLERANCE

As changes occur during a project, this guides a project manager when determining options available to address a change. Place an X in the risk tolerance column matching the Project Sponsor tolerance level for each listed objective.

Objective	No Tolerance	Some Tolerance	High Tolerance
Schedule			X
Budget		X	
Performance – Quality	X		
Performance – Scope		X	

Project Schedule

PRELIMINARY MILESTONE LIST

A milestone is a high-level goal used to measure whether project progress toward the target implementation date is on or off track. List major project milestones and target completion dates for each in the table below. These milestones are estimates only and are subject to revision as business, functional, and technical requirements are completely defined during the project.

Milestone	Estimated Completion (mm/yy)
Meet with Architect for building plans	6/22
Architect creates plans and are verified by project sponsor	6/22
Plans presented to Homeowners association	6/22
Make Architect changes (if needed)	6/22
Fill out a building permit with County	7/22
Find and consult with general contractor	7/22
Order windows, skylights, fireplace, lights, doors	7/22
Contact “Before you dig team” – check for pipes or wires where foundation is located	7/22
Clear Shrubs for foundation	7/22
Dig foundation, build forms for concrete foundation	8/22
Get foundation inspection from County	8/22
Pour foundation	8/22
Build floor on foundation	8/22
Build walls	8/22
Install windows	8/22
Build roof	9/22
Install skylights	9/22
Install exterior door	9/22
Install double pocket doors to main house	9/22

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Milestone	Estimated Completion (mm/yy)
Install wiring, outlets and switches	9/22
Install incandescent lighting	9/22
Install furnace ducts	9/22
Install fireplace	9/22
Contact cable company to install cable wires	9/22
Install sheetrock on walls and plaster. Paint with primer	10/22
Install switch plates and outlet covers	10/22
Install window shades	10/22
Remove siding on interior wall and add sheetrock	10/22
Add siding to external	11/22
Paint external walls and trim	11/22
Paint internal walls	11/22
Add wood floor	11/22
Add light bulbs	12/22
Add base board trim	12/22
Add trim around doors	12/22
Install tv on wall	12/22
Total Estimated Project Length	6 months

Project Budget

LABOR ESTIMATES

List the estimates hours for internal labor. This can be listed as a combined number of hours for ITS and other departments across campus or they can be listed separately. The project Return on Investment (ROI) document contains cost details related to internal personnel expenses for the project.

General contractor - 200 hours

Electrician – 30 hours

Plumber – 20 hours

Architect – 50 hours

COST ESTIMATES

A project budget is used as a guide for project expenses. This helps the project manager easily tell if project costs are trending on, over, or under budget. List any specific project related expenses / expenditures below. Of particular importance is listing expenses associated with vendor quotes.

Expense Type	Description	Amount	Funding Source
Vendor Quote Details	Architect plans	5000	Savings

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Expense Type	Description	Amount	Funding Source
Vendor Quote Details	General Contractor to build room	40500	Savings
Vendor Quote Details	Electrician	3000	Savings
Vendor Quote Details	Plumber	2000	Savings
Vendor Quote Details	Concrete	1000	Savings
Total Estimated Vendor Costs of Project		\$ 51,500	

Project Resources

KEY STAKEHOLDER GROUPS

Stakeholder groups are impacted by the outcome of this project and will be communicated with during the project. They are most commonly groups of people such as College/School Deans; however, they may also be individuals when there is a single person who is impacted. They are important when planning project communications and are communicated with during the project.

Stakeholder Group	Project Impact on Stakeholder
HOA group	Verify and validate construction
County inspector	Can validate or stop a project
Allyson Kelly	Construction must meet her expectations
Architect	Must be implemented by design

PROJECT TEAM

The project team includes the project manager and other individuals who are responsible for delivering project work. They are also responsible for communicating project information to their respective teams and departments.

Suggested roles are included in the table below. These may be changed based on each individual project.

Role	Name	Responsibility
Executive Sponsor	Allyson Kelly	Champion the project. Guide the project team. Resolve issues when escalated to the executive sponsor.
Project Manager	David Kelly	Lead the project team. Plans and oversees the project. Accountable for successful project delivery.
Functional Lead	Architect	Guides solutions and makes solution decisions. Serves as an escalation point for resolution of issues. Attend meetings, complete assigned work, and communicate project information to their department or team.

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Role	Name	Responsibility
Construction Lead	General Contractor	Build and make structural solution decisions. Escalation point for resolution of issues.
Subject Matter Experts		Serve as Subject Matter Experts (SMEs) representing their department. Attend meetings, complete assigned work, and communicate project information to the neighbors.
Functional or Technical Area	Name	
HOA president	Randy Drumm	
County Inspector	King County	

Project Definition Approval

SIGNATURES

By signing below, the identified individual(s) approves this Project Definition Document (PDD) and agrees to provide project team members as identified in the "Project Team Members with Roles and Responsibilities" section. Minimally, this requires formal approval from the Project Sponsor.

Date	Signature with Typed Name and Title Below
5/26/2022	Allyson Kelly Project Sponsor

Academic Integrity Statement

I commit myself to Washington State University's high standards to uphold academic honesty and scholarly values as established by the WSU's Standards of Conduct. I affirm that I have not given or received any unauthorized assistance on this assignment/examination, that the work product presented here is the work of the author(s) [all team members listed], and that all materials from other sources (including books, articles, Internet, or other media), whether quoted or paraphrased, have been properly cited.

David Kelly