

Business Case Form

Preface

The plan outlines the construction of a Sun Room.

General Information

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|--------------|---------------------------|
| PROJECT NAME | Sun room on personal home |
| ORGANIZATION | Kelly Family |
| SPONSOR NAME | Allyson Kelly |

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Concept Details

EXECUTIVE SUMMARY

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.

PROBLEM TO SOLVE

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.

CUSTOMER(S)

The ultimate users will be the Kelly family. The neighbors could also gain by having parties at the Kelly home to enjoy the room. Also, relatives will enjoy the new views and expanded house.

BENEFIT/VALUE

The benefits with be:

- Increased sunlight into the house in the morning. This will allow the homeowners to enjoy a cup of coffee watching the sunrise.
- Warmth of the sun will save on energy bills for the homeowners.
- Access to the side yard by installing a double door from the house and then a door to the yard. This will allow the dog and kids to play outside and the homeowners can keep an eye on them.
- Extra room for entertainment. A TV monitor can be placed in the room for evening movies.
- Increasing the value of the home. This will affect the resale value in the future.
- A gas fireplace will be installed that works in the adjacent room and in the sun room.

OUTCOMES

- The value of the house will increase.
- The light coming in from the south east side will be increased.
- New access to the side yard.
- More viewing of the side yard.
- Better options to contain entertainment sound or noises by closing the double doors when watching a movie or talking with friends.

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STRATEGIC ALIGNMENT

- *Organizational Objectives/Performance Measures*
 - *Complete the project in 3 months. Each Resource will be available when requested. The homeowners spend a lot of time in their house and could benefit from increased usage from the new room.*
- *Financial Benefit*
 - *The Return on Investment (ROI) will be more than the cost of the project. Resale will be faster with such a view and usage of the new room.*
- *Reduction of Risk*
 - *A good architectural drawing is completed and validated by the carpenter and homeowners. Each party will sign off on the design.*
 - *A good estimate of materials is needed due to rising costs of materials. Alternative materials may be considered such as particle board beams and flooring.*
 - *Make sure all permits and approvals are in place before construction begins.*
 - *Contractors such as electricians, plumbers, carpenters and roofers are lined up to avoid delays. They all need to be licensed and bonded. Validate the credentials and get referrals.*
 - *Designs such as colors of paint, types of windows and furnishes are decided on by the homeowners before if possible or during the consultation with the carpenter.*
- *Impact on the Organization's Community*
 - *The Homeowners association will need to be contacted and presented with plans of the new edition.*
 - *The county will require a permit before construction can begin.*
 - *A sensitive land use permit may be required.*
 - *The "Before you dig" hot line will need to be called to check for under ground pipes and wires.*

RESOURCE REQUIREMENTS

This section identifies the functional (business) staff resources needed and available to complete the project successfully. List the needed project team members with their roles and primary responsibilities.

| Name/Title | Role | Primary Responsibilities |
|----------------|---|--|
| Lead Designer | <i>Architect for building plans and interior design</i> | Draw an architectural design to match the house and neighborhood |
| Lead Carpenter | Implement the design from the architect | <i>Build the room, double door to house, door to outside, frame walls, floors, ceiling, install windows. Create foundation. Create roof.</i> |

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|-----------------------|-----------------------------------|--|
| Master Electrician | <i>Coordinated the wiring</i> | Lead the wiring effort and hire other resources as needed. Wire outlets and install lights. |
| Lead Plumber | Coordinated the plumbing | Lead the plumbing effort and hire other resources as needed. Connect gas lines to new room. Install gas stove and ducts. |
| Homeowners | Work on tasks that can save money | Paint, clear debris, misc furnishings, other? |
| Before you dig team | Check for pipes or wires | Paint on the ground the findings |
| King County Inspector | Inspect project | Validation that every thing is up to code. |
| Concrete Company | Pour concrete | Finish foundation |

COST BENEFIT ANALYSIS

This section identifies the estimated cost and savings associated with the project. List any specific project related expenses, expenditures, or savings to the organization.

| Action (Identify if cost or savings) | Description | Amount | Funding Source |
|---|---|---------------|-----------------|
| Cost | Hire Architect to create a blue print | 5000 | Savings account |
| Cost | Labor for Carpenter to build structure | 20000 | Savings account |
| Cost | Labor for Electrician | 3000 | Savings account |
| Cost | Labor for Plumber | 2000 | Savings account |
| | Material costs: | | |
| Cost | Electrical parts, outlets, lights | 1000 | Savings account |
| Cost | Foundation - concrete | 1000 | Savings account |
| Cost | Connect gas line and heating ducts | 1500 | Savings account |
| Cost | Gas stove incl installation | 3000 | Savings account |
| Cost | Paint for interior/exterior | 500 | Savings account |
| Cost | Siding | 1000 | Savings account |
| Cost | Roof | 2000 | Savings account |
| Cost | lumber for walls, floor, ceiling | 3000 | Savings account |
| Cost | Doors | 2000 | Savings account |
| Cost | Windows | 3000 | Savings account |
| Cost | Flooring | 1000 | Savings account |
| Cost | Misc materials | 2000 | Savings account |
| Cost | Permits/Approvals | 1000 | Savings account |
| Savings | Homeowner will clear the area of debris where the foundation is going to sit. | 0 | NA |
| Savings | Homeowner will paint interior/exterior | 0 | NA |
| Savings | Homeowner will install furnishing such as window blinds | 0 | NA |
| Total | | 51,500 | |

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David Kelly