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|  |  | Version No.: | 1 |
|  |  | Date: | 3/21/2017 |
|  |  |  |  |
| Project Name: | Academy Air Project Management |
| Current Name Phase: | Initiation Phase |
| Project Manager: | Jason Lee |
| Division Functional Director: |  |
| Project Sponsor: |  |

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**PROJECT ORGANIZATION**

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| PROJECT TEAM | |
| NAME | TITLE & CONTACT |
| Jason Lee | Project Manager |
| Wayne Fan | Product Development Manager |
| Roy Lu | Product Design Engineer |
| William Hong | Product Quality manager |
| Russell | Project Office |
| STAKEHOLDERS | |
| CS Air | Competition Steering Committee |
| Col. Sir W. G. MacAulay |  |
| USERS | |
| Academy Air Strategic logistics Inc. | Military |
| Public sector | Pilots |

**PROJECT DEFINITION**

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| PROJECT BACKGROUND/PURPOSE: |
| To design, develop and deliver a fleet of three cargo aircraft to meet performance requirements: to safely carry a customer supplied test cargo a minimum distance, landing at a target site with the best possible delivery time  CRITICAL SUCCESS FACTORS:   * Stay within timeline * Efficient plane design * Creative design * Plane functions well and meets requirements (successful delivery) * Minimize expenses and costs   PROJECT GOALS:   * Stay within budget * Stay on schedule * Collaborate with members effectively   PROJECT STRATEGY :   * Divide labour between team members * Keep constant watch on the time and adjust work speed accordingly * Stay focused on own tasks |

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| PROJECT PRODUCT DEFINITION |
| VISION STATEMENT (END PRODUCTS):  Produce an efficient, robust, low cost, and stylish air plane capable of carrying payloads.  KEY INTERIM PRODUCTS:   * Schedule * Design * Prototype |

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| PROJECT SCOPE | |
| Project Scope Is (Includes**):** | Project Scope Is Not (Does Not Include): |
| Paper airplane | Mass production |
| 3 prototypes | Support system |
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**PARAMETERS**

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| PROJECT OBJECTIVES |
| SCHEDULE:  Day 1: Planning  Day 2: Planning and Implementation  Day 3: QA and testing  Day 4: Closing and presentation  BUDGET:  Net estimated cost: $11 408 000 |
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| KNOWN CONSTRAINTS: |
| RESOURCES:   * $45 000 000 * 5 team members (project manager, project officer, product design engineer, product development manager, product quality manager)   OTHER:   * 4 real days to complete project |

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| BEGINNING ASSUMPTIONS: |
| * 1 Paper will be a large enough size to create 1 airplane that will be able to carry loads * The required travel distance for the loaded plane is reasonably close * The time it takes for members to complete tasks are roughly equal to the estimated times in the budget |

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| RISK ASSESSMENT: | (High, Medium, Low) | |
|  | Probability | Impact |
| Schedule Risk:  Limited time (4 days) to complete large number of tasks under limited budget. | Medium | High |
| Budget Risk:  High expenses of employees  High material expenses | Medium | High |
| Technical Risk:  Issues building functional air plane that will fulfil requirements | Low | High |
| Other Risk: |  |  |

**SIGN OFF**

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| SUBMITTED FOR PLANNING | SIGNATURE | DATE |
| PROJECT MANAGER |  |  |
| SPONSOR |  |  |