

CORAL HILL COMMUNITY PARK - UNITE & PLAY

PROJECT DOCUMENTATION

PROJECT SPONSOR:
MAYOR LIM JOHNSON

PROJECT MANAGER:
SARAH JOHNSON

January 2025

Prepared by Katharine Harshman
BUS 522 Competency #13 Jan 2025

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CORAL HILL COMMUNITY PARK - UNITE & PLAY
BUSINESS CASE

PROJECT SPONSOR:
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Business Case

PROJECT NAME	SPONSOR
Coral Hill Community Park - Unite & Play	Coral Hill Parks and Recreation Department
PROJECT MANAGER	DATE APPROVED
Sarah Johnson	Pending
EXECUTIVE SUMMARY	<i>The Park is a proposed community enhancement project aiming to transform a 5-acre unused plot in Coral Hill into a versatile, vibrant park.</i> This initiative addresses the city's lack of recreational spaces, fostering physical health, social cohesion, and aesthetic appeal. The project promises significant community and economic benefits, despite no direct income generation.
MISSION STATEMENT	To create a welcoming, multifunctional community park that enhances the physical, social, and aesthetic wellbeing of Coral Hill residents.
PRODUCT/ SERVICE	A <i>versatile community park</i> featuring all the following for leisure and recreation: basketball courts, a skatepark, splashpad, pickleball courts, picnic areas, and landscaped spaces..
PROJECT DEFINITION	<p>This project includes:</p> <ul style="list-style-type: none"> ● Conducting site analysis and community surveys. ● Designing a comprehensive park plan with architects and specialists. ● Constructing and installing facilities through experienced contractors. ● Operationalizing park management with trained staff. ● Organizing a grand opening and marketing campaign.
PROJECT ASSUMPTIONS	<ul style="list-style-type: none"> ● Sufficient funding from city funds, grants, and partnerships. ● Adequate resources allocated for maintenance and enhancements. ● Budget for staff training to ensure safe operations. ● Leadership support from the Parks and Recreation Department.
FINANCIAL APPRAISAL	<p>Estimated cost: \$2.5 million.</p> <p>While not income-generating, the park is expected to attract visitors, support local businesses, and boost tourism, resulting in indirect economic benefits.</p>
MARKET ASSESSMENT	Community surveys indicate <i>90% of residents strongly desire additional recreational facilities</i> , confirming high demand and usage. The park's diverse offerings align well with community preferences.
STAKEHOLDERS	<ul style="list-style-type: none"> ● City Council and Mayor ● Coral Hill Parks and Recreation Department ● Local businesses and merchants ● Community members and resident associations ● Landscape architects and construction firms
RISK ASSESSMENT	<ul style="list-style-type: none"> ● Funding Shortfalls: May limit the scope and quality of the park. ● Public Opposition: Concerns over noise, traffic, or environmental impact. ● Construction Delays: Possible due to unforeseen circumstances or inclement weather.

CORAL HILL COMMUNITY PARK - UNITE & PLAY
PROJECT CHARTER

PROJECT SPONSOR:
MAYOR LIM JOHNSON

PROJECT MANAGER:
SARAH JOHNSON

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Project Charter

Purpose: To create a vibrant and inclusive recreational space in Coral Hill that fosters community bonding and caters to residents of all ages.

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PROJECT BACKGROUND

The Coral Hill Community Park project addresses the city's lack of recreational spaces. Sponsored by Mayor Lim Johnson and supported by the City Council, it aims to fulfill a longstanding community need. The park will feature basketball courts, a skatepark, a splash pad, pickleball courts, and picnic areas within a budget of \$2.2 million.

PROJECT SCOPE

The project scope encompasses designing and building a multi-functional park with diverse amenities within 18 months, achieving the goal of community recreation and engagement. It includes:

- Construction of the specified recreational facilities
- Site preparation, landscaping, and necessary infrastructure
- The Grand Opening event and initial park management for a smooth launch

It excludes unrelated infrastructure projects, additional amenities beyond the specified list, and long-term ongoing maintenance beyond the project's completion.

PROJECT MEMBERS ROLES & RESPONSIBILITIES

PROJECT MEMBER ROLE	NAME	RESPONSIBILITY
Project Sponsor / Client	Mayor Lim Johnson	Aligns project goals with community needs and oversees funding and governance
Project Manager	Sarah Johnson	Manages planning, execution, communication, and stakeholder coordination
Subject Matter Expert (SME)	Alex Turner	Provides expertise in park facilities and oversees compliance with safety standards
Parks and Recreation Staff	TBD	Assists with planning, operations, and ensures the park meets community expectations.
Landscape Architects	TBD	Designs the park layout, integrating community input and ensuring functional, aesthetic facilities.
Construction Experts	TBD	Oversees and executes construction, adhering to safety and timeline requirements.
Marketing Professionals	TBD	Promotes the park to the community, plans outreach initiatives, and manages the grand opening event.

DELIVERABLES

- 2 basketball courts
- Skatepark
- Splashpad
- Pickleball courts
- Shaded picnic areas

MILESTONE SCHEDULE

- Project planning and team assembly: **2 months**
- Construction start: **3 months**
- Completion: **18 months**

CONSTRAINTS & ASSUMPTIONS

The main constraint is the \$2.2 million budget, and some aspects can be related to weather-related construction delays. Assumptions involve community support and timely regulatory approvals.

SUMMARY OF RISKS

Key risks include weather delays, opposition from community members, and unforeseen regulatory changes.

BUDGET

The project budget is \$2.2 million, allocated by the City Council. Expenses require approval from Mayor Lim Johnson.

SUCCESS CRITERIA

Completion of all planned facilities, on-time delivery, and high satisfaction levels among community residents.

SIGNATURES *

PROJECT MEMBER ROLE	NAME	SIGNATURE
Sponsor/Client	Mayor Lim Johnson	
Project Manager	Sarah Johnson	
Subject Matter Expert	Alex Turner	

* **Signature implies approval.** The individuals authorized to approve the team charter, including granting the requested authorities, are Mayor Lim Johnson as the Sponsor/Client and Sarah Johnson as the Project Manager.

CORAL HILL COMMUNITY PARK - UNITE & PLAY
SCOPE STATEMENT

PROJECT SPONSOR:
MAYOR LIM JOHNSON

PROJECT MANAGER:
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Scope Statement

Project Name & Description: Coral Hill Community Park - Unite & Play: A recreational park offering inclusive facilities for community engagement.

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PROJECT SCOPE STATEMENT

The scope of the project includes to constructing a state-of-the-art community park with thoughtfully designed amenities that cater to the diverse needs of Coral Hill residents. The objective is to foster a sense of unity and provide recreational opportunities for individuals and families. The park is expected to be completed within 18 months, delivering a vibrant space for the community to gather, connect, and enjoy outdoor activities.

INTRODUCTION / BACKGROUND TO PROJECT

Coral Hill has struggled with a lack of recreational spaces, limiting opportunities for residents to connect and engage in outdoor activities. This project, which is backed by Mayor Lim Johnson and shaped by extensive community input, seeks to address this gap by creating a park that caters to diverse needs and interests. With a \$2.2 million budget, the park is envisioned as a transformative space for residents of all ages to gather, play, and build a stronger sense of community.

DELIVERABLES

- 2 basketball courts
- Skatepark
- Splashpad
- Pickleball courts
- Shaded picnic areas

CONSTRAINTS

- \$2.2 million budget
- 18-month timeline

KEY STAKEHOLDERS

- Mayor Lim Johnson (Sponsor)
- Sarah Johnson (Project Manager)
- Coral Hill Parks and Recreation Department
- Construction firms, landscape architects, and residents

IN SCOPE

Construction of listed amenities, site preparation, and a grand opening event.

OUT OF SCOPE

Unrelated infrastructure projects, additional amenities beyond the proposal, and long-term maintenance.

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CORAL HILL COMMUNITY PARK - UNITE & PLAY
WORK BREAKDOWN STRUCTURE

PROJECT SPONSOR:
MAYOR LIM JOHNSON

PROJECT MANAGER:
MAYOR SARAH JOHNSON

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Work Breakdown Structure (WBS)

WBS CODE / ID				Component	Brief Description
Task	MS	ST	SST		
1.0				Task	Project Planning and Preparation
PROJECT PLANNING		1.1.1		Subtask (ST)	Conduct community surveys
			1.1.1.1	SST	Design survey questions
			1.1.1.2	SST	Distribute surveys
			1.1.1.3	SST	Collect completed surveys
		1.1.2		Subtask (ST)	Analyze survey data
			1.1.2.1	SST	Clean and organize data
			1.1.2.2	SST	Identify trends and insights
			1.1.2.3	SST	Create a report on survey findings
		1.1.3		Subtask (ST)	Collaborate with landscape architects
			1.1.3.1	SST	Hold initial planning meetings
			1.1.3.2	SST	Finalize design concepts
			1.1.3.3	SST	Review and approve design blueprints
		1.1.4		Subtask (ST)	Obtain permits and approvals
			1.1.4.1	SST	Research required permits
			1.1.4.2	SST	Submit applications for permits
			1.1.4.3	SST	Follow up with authorities
		1.1.5		Subtask (ST)	Develop comprehensive budget
			1.1.5.1	SST	Identify cost categories
			1.1.5.2	SST	Estimate costs for each category
			1.1.5.3	SST	Review and finalize the budget
	1.2			Milestone (MS)	Project Planning and Preparation Completed
2.0				Task	Construction and Implementation
		2.1.1		Subtask (ST)	Site preparation
		2.1.2		Subtask (ST)	Build basketball courts and skatepark foundations
		2.1.3		Subtask (ST)	Construct splash pad with safety measures
		2.1.4		Subtask (ST)	Build pickleball courts with fencing
		2.1.5		Subtask (ST)	Create shaded picnic areas
	2.2			Milestone (MS)	Construction Completed
3.0				Task	Finalization and Opening Preparation
		3.1.1		Subtask (ST)	Landscape with trees and greenery
		3.1.2		Subtask (ST)	Install park signage
		3.1.3		Subtask (ST)	Recruit and train park staff
	3.2			Milestone (MS)	Finalization and Preparation Completed
4.0				Task	Grand Opening and Community Engagement
		4.1.1		Subtask (ST)	Plan and execute opening event
		4.1.2		Subtask (ST)	Initiate community engagement activities
		4.1.3		Subtask (ST)	Establish visitor feedback systems
	4.2			Milestone (MS)	Grand Opening Celebration