

Project Charter Template

| 1. General Project Information | | |
|--------------------------------|--|--|
| Project Title: | PRISM – Paint Room Installation for Safety & Manufacturing | |
| Prepared By: | The Planning Bureau | |
| Project Purpose | TractorCo is currently experiencing a bottleneck in its paint department, which is delaying operations across the company and leading to both efficiency and financial challenges. This project aims to implement a solution that seamlessly integrates a new paint booth into the factory, thereby eliminating the existing constraints and improving overall productivity. | |
| Project Objectives | To install a new paint booth that resolves the bottleneck of the previous system, while ensuring that priorities are effectively managed, necessary changes are implemented, and the installation remains on schedule. | |
| 2. Project Team | | |
| Name | Role/Responsibility | Contact (email or preferred) |
| Richa Desai | Project Manager Owns overall project planning, execution, and delivery. Leads the team, manages the timeline, coordinates resources, and reports to sponsor. | richasud@usc.edu |
| Neha Thomas | Planning & Permits Coordinator Manages the permit application process with LAFD and AQMD. Tracks all regulatory deadlines. | nehathom@usc.edu |
| Arya Wadhwani | Stakeholder & Communications Lead Develops and executes the comms plan. Primary point of contact for production staff to minimize disruption. | aryajayw@usc.edu |
| Jie Chai (Jade) | Logistics & Site Coordinator Manages vendor deliveries, equipment rentals, and on-site logistics for the installation team. | jcai4777@usc.edu |
| Joanna Zhu | Risk & Quality Analyst Monitors the risk register. Ensures all deliverables meet quality standards and compliance codes. | jzhu0938@usc.edu |
| 3. Stakeholders | | |
| Name | Title | Role |
| Scott Patton | General Manager | General Manager, Project Sponsor |
| Ethan Beets | Plant Manager | Plant Manager, SME |
| Sabrina Cash | Financial Controller | Controller |
| John Storm | LA Fire Department Fire Marshal | LAFD Fire Marshall |
| Wendy Gale | Air Quality Management District Inspector | SCAQMD Inspector |

4. Project Scope Statement

Scope

The scope defined below clarifies the authorised project activities and deliverables:

- **Installation of a new industrial-grade paint booth** in the west wing of the El Segundo plant.
- **Procurement** of the paint booth and all supporting equipment (e.g., curing system, ductwork, electrical components).
- **Site Preparation** that includes the electrical setup, concrete work and ductwork/HVAC adjustments.
- **Installation of fire suppression and sprinkler systems** to meet fire safety standards.
- **Minimal Disruption** to any ongoing operations during installation of the paint booth.
- **Testing, calibration, and certification** of the booth.
- **Permitting and inspection coordination**, including:
 - Cal/OSHA safety compliance
 - LAFD fire safety inspection (John Storm)
 - SCAQMD emissions and VOC compliance (Wendy Gale)
- **Coordination** between various stakeholders and regulatory authorities
- **Final deliverable: A fully installed, functional, and certified paint booth**

Out of Scope

These are **not included** in the project and should be explicitly excluded to avoid scope creep:

- **Upgrades or enhancements to existing equipment or paint lines.**
- **Expansion of production capacity** outside the new booth itself.
- **Staffing changes or hiring** (e.g., training new operators beyond booth-related functions).
- **Process redesign or automation upgrades** outside the booth's operation.
- **Facility-wide renovations** or improvements unrelated to booth installation.
- **Post-certification process optimization** (e.g., cycle time improvements after installation).
- **Long-term maintenance contracts** or vendor-managed services beyond initial installation and setup.

Deliverables

- A **fully installed industrial-grade paint booth**, located in the west wing of the plant.
- A complete and functional **curing system**, integrated with the booth.
- A fully installed **fire suppression and sprinkler system** that passes fire code inspection.
- All **site preparation work**, including electrical, concrete, and ductwork, completed to spec.
- **Approved permits and inspection sign-offs** from LAFD, SCAQMD, and other relevant agencies.
- A **tested and calibrated booth**, ready for full operational use.
- **Training completed** for relevant staff on using and maintaining the booth safely and effectively.
- A **final project report** confirming that all project objectives have been met, including safety, compliance, and operational readiness.

Assumptions What are the assumptions that will guide this project?

- The new paint booth will be installed in the **west wing** of the El Segundo plant.
- The project must be **completed within 3 months**, before the peak production season begins.
- All **necessary permits and inspections** (fire safety, air quality, etc.) will be processed on time, assuming proactive coordination.
- The installation will meet all **Cal/OSHA safety regulations, LAFD fire codes, and SCAQMD air quality standards**.
- **Plant operations will continue** during the project, so installation must be planned to minimize disruption.
- The project will follow a similar timeline and process to the successful **2021 Riverside installation**.
- **Key stakeholders and subject matter experts**, like Ethan Beets, will be available for guidance when needed.
- Vendors and contractors will be able to deliver equipment and services **on schedule**.
- **Capital funding** will be approved by corporate once the proposal is submitted.
- Testing and certification of the booth will only happen **after all required systems are installed and permits are in place**.

4. Project Milestones

| Milestone | Notes | Deadline | Status |
|---------------------------|---|------------|-------------|
| Complete Project Charter | Create a blueprint to identify initial goals, objectives, risks etc. of the project | 09/17/2025 | Done |
| Stakeholder Register | Identify the key players in the project | | In progress |
| Work Breakdown Structure | Create work packages | | |
| Develop Schedule | The logical sequence of project activities | | |
| Risk Heatmap | Perform Qualitative Risk Analysis | | |
| Cost Uncertainty Analysis | Perform quantitative risk analysis | | |
| Risk Register | Identify risks that can potentially disrupt the project or increase the cost of the project | | |
| Monte Carlo Simulation | Determine the contingency buffer that should be added to the project | | |
| Final Presentation | | 10/06/2025 | |

5. Project Risks

| Risks | Risk Chance (Low, Med, High) |
|--|------------------------------|
| What are some possible risks of this project? | |
| Delays in obtaining permits or scheduling inspections from regulatory bodies (LAFD, AQMD). | Medium |
| Complications during installation requiring additional modifications or change requests. | High |
| Worksite delays or problems with equipment rentals or contractor availability | Medium |
| Unforeseen site conditions during preparation (e.g., inadequate electrical supply, structural issues). | Medium |
| Vendor delays in shipping or delivering the paint booth system. | Low |
| Significant unexpected costs impacting the approved budget. | Medium |

| | |
|---|------|
| Unplanned production shutdown or major disruption during installation. | High |
| 6. Notes | |
| <ul style="list-style-type: none">• The Project Sponsor is Scott Patton. All major decisions and budget approvals must be routed through him.• Ethan Beets is the primary Subject Matter Expert and must be consulted on all technical and planning decisions.• The timeline is aggressive (13-week execution). Contingency plans should be developed for high-probability risks. | |