

CADILLIAC COMMUNITY PLAYGROUND

PROJECT CHARTER

WILLIAM KITTREDGE

VERSION: 1.2

REVISION DATE: 1/29/23

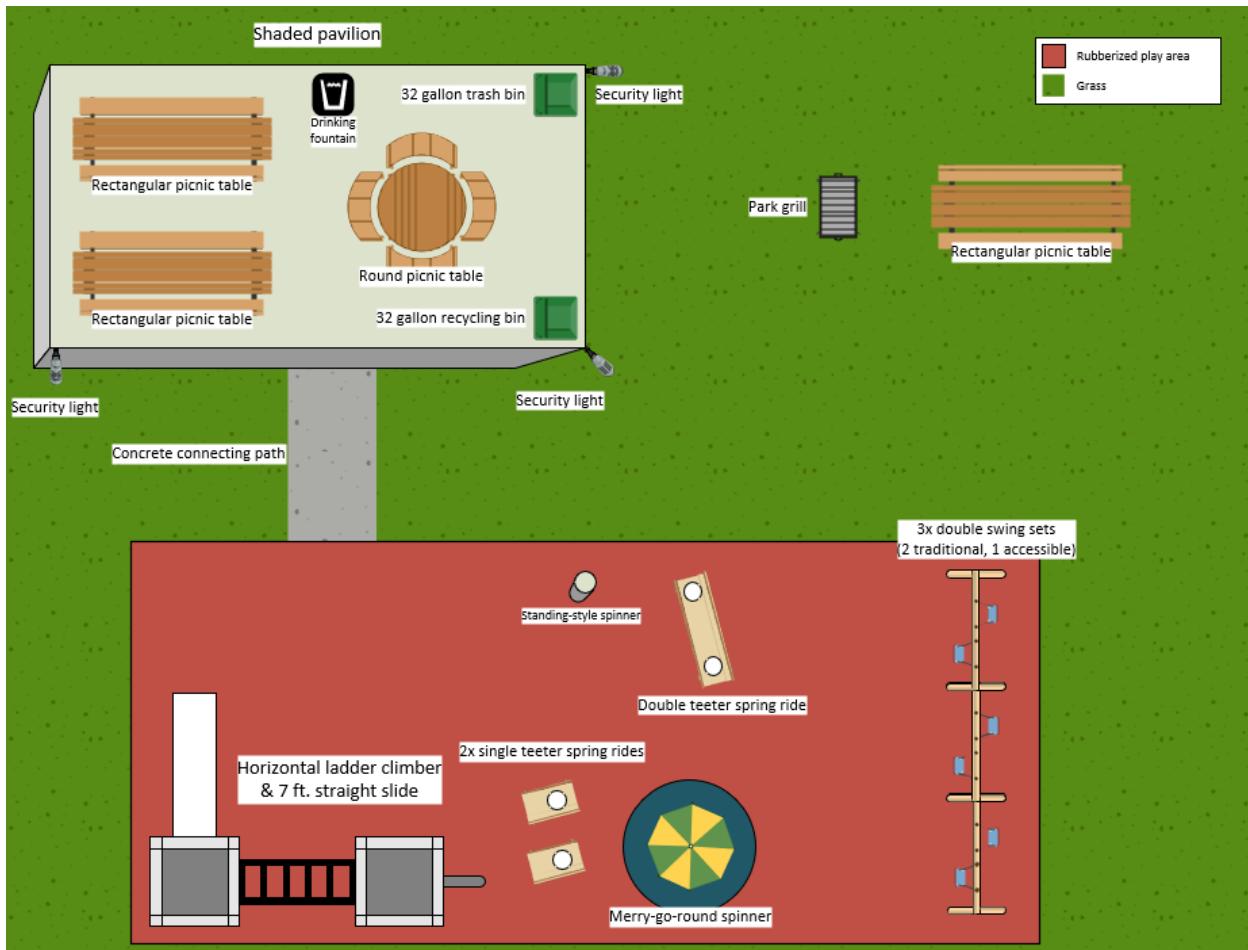
Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, everyone agrees work will start on this project, and the necessary resources will be committed as described.

| Approver Name | Title | Signature | Date |
|-----------------|-----------------|-----------|-----------|
| Steve Schuiling | Project Sponsor | | 1/29/2023 |
| Will Kittredge | Project Manager | | 1/29/2023 |

Project Description

Upon completion, this project will provide a safe outdoor environment that facilitates play and community building, as well as a variety of other possible recreational activities to the Cadillac, MI area within a 4-5 month timeframe from start to finish and a cost not more than \$125,000. The environment is primarily targeted at children and families – but will be publicly accessible by all community members and visitors irrespective of age, and is designed to contain at least one disability-friendly play amenity. Planned amenities include a climbing set, slide, spinners, spring riders, swings, rubberized play surfacing, a shaded pavilion, picnic tables, security lighting, a park grill, trash / recycling bins, and a drinking fountain.

Budget may be viewed after the diagram (on page 3)



Budget

| ITEM | COST |
|------------------------------------------------------------------------------------------|---------------------|
| PLAY EQUIPMENT | |
| 7 ft. straight slide | \$7,900.00 |
| Merry-go-round spinner | \$4,700.00 |
| Double swing set (accessible seat style) | \$4,300.00 |
| 2x Double swing sets (traditional seat style) | \$3,500.00 |
| Horizontal ladder climber | \$2,750.00 |
| 2x Single teeter spring ride | \$1,400.00 |
| Double teeter spring ride | \$1,000.00 |
| Standing spinner | \$900.00 |
| Subtotal | \$26,450.00 |
| GENERAL EQUIPMENT | |
| Shaded pavilion | \$4,000.00 |
| 3x Rectangular picnic tables | \$3,000.00 |
| Outdoor drinking fountain | \$1,400.00 |
| Round picnic table | \$950.00 |
| 2x 32-gallon trash / recycling bins | \$700.00 |
| 3x Security lights | \$525.00 |
| Park grill | \$460.00 |
| Subtotal | \$11,035.00 |
| GROUND SURFACES AND PATHWAYS | |
| Poured-in-place rubberized play surfacing (3,750 ft ² @ \$8/ft ²) | \$30,000.00 |
| Concrete pavilion floor and connecting path (300 ft ² @ \$6/ft ²) | \$1,800.00 |
| Subtotal | \$31,800.00 |
| LABOR | Hours |
| General Laborers | 1,368 @ \$20/hr |
| Landscapers | 240 @ \$25/hr |
| Landscape architect | N/A |
| Electrician | 24 @ \$100/hr |
| Plumber | 24 @ \$100/hr |
| Subtotal | \$43,160.00 |
| CONTINGENCY | \$12,555.00 |
| TOTAL | \$125,000.00 |

Project Scope

| In Scope | Out of Scope |
|-----------------------------------------|-------------------------------------|
| Poured-in-place rubberized play surface | Artificial pond / fountain |
| Slide | On-site restrooms |
| Spinners | Surrounding fences / gates |
| Swings (traditional and accessible) | Security cameras |
| Horizontal climber | Integration with existing sidewalks |
| Spring rides | Bicycle racks |
| Shaded pavilion | |
| Picnic tables | |
| Outdoor drinking fountain | |
| Trash / recycling bins | |
| Park grill | |
| Security lights | |
| Concrete connecting path | |

Project Schedule

Initial Work Breakdown Structure

| Task Name | Task Description | Target Start Date |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------|
| Create project charter | The project charter is created, revised (if necessary), and approved. | Jan. 9 |
| Key stakeholder meetings | Key stakeholders meet to discuss the project charter, select vendors, and review the project plan. | Jan. 16 |
| Visit / survey the project site | Key project stakeholders visit the site of the project. A landscape architect is present to survey the site. | Jan. 18 |
| Contact materials / equipment vendors | Initiate contact with the materials / equipment vendors. | Jan. 19 |
| Place materials / equipment orders | Orders for the necessary materials and equipment are placed with the vendors. | Jan. 23 |
| Survey community members | Feedback is gathered from community members by asking them to rank several final design candidates for the playground. | Jan. 25 |
| Finalize playground design | A final design is selected based on results from the site survey and public design poll. | Jan. 30 |
| Acquire permits | Begin acquiring any permits that will be required to complete the project | Jan. 30 |
| Contract workers | Begin contracting workers that will perform manual labor associated with the project. | Feb. 6 |
| Break ground | Work officially begins on the project site. | Mar. 6 |
| Concrete pouring | Concrete for the shaded pavilion and connecting path is poured. | Mar. 13 |

| | | |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Pavilion installation begins | The pavilion (including security lights and drinking fountain) begins to be installed. | Mar. 20 |
| Play area ground excavation / surface prep | The ground that the rubberized play surface will rest on begins to be prepared. | Mar. 20 |
| Poured-in-place rubberized play surface installation | The poured-in-place rubberized play surface is installed. | Apr. 3 |
| Large play equipment installation | Installation of large play equipment (slide, climber, swings, and merry-go-round) begins to be installed. | Apr. 10 |
| Small play equipment installation | Small play equipment (spring rides and standing spinner) begins to be installed. | Apr. 24 |
| General equipment installation | Remaining general equipment (picnic tables, trash bins, and park grill) begins to be installed. | May 1 |
| Final landscaping | After all planned amenities have been installed, landscapers begin repairing any damage that has been done to the land. | May 8 |
| Final safety audit | Auditors / inspectors / safety consultants perform a thorough and final check to ensure that everything on-site meets safety requirements. | May 15 |
| Soft opening | The playground is opened to a limited number of guests, and amenities will receive real-world use outside of tests for the first time. | May 22 |
| Final adjustments | Any potential last-minute problems are resolved before opening if possible. If a problem is discovered that cannot be fixed before opening, a plan is created to resolve the problem in the future and the public is informed. | May 23 |
| Official opening / project end | Site opens and the project ends. | May 29 |

Initial Risks

| Risk Description | The probability that risk will occur (high, med, low) | Impact on the project if the risk occurs (high, med, low) |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|
| Schedule disruption (one week or greater) due to extreme weather (excessive rain or snow) | Low | High |
| Schedule disruption due to delivery delays (one week or greater) of the playground equipment | Low | High |
| Running overbudget due to unexpected price increases (at least 10% over the initially expected prices) in playground equipment | Med | High |
| Moderate to severe workplace injury | Low | Med – High |
| Schedule disruption (one week or greater) due to illness within team (COVID or other) | Low | Med |

Initial Project Team

| Name of Team Member or Role on the Team | What will this role/person do on the project (duties)? | Qualifications (skills, certification, experience, education) |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Project Manager | Planning / coordinating, scheduling, hiring / general contracting, management and oversight of the project | Applicable degree, PMP certification holder, experienced in construction management |
| Landscape Architect | Site surveying and playground layout finalization | Applicable degree, >3 years of experience on projects similar in nature and scope |
| Electrician | Installation and wiring of security lights and any other permanent equipment requiring electricity | Licensed and insured electrician |
| Plumber | Plumbing of the drinking fountain | Licensed and insured plumber |
| Safety auditors / inspectors / consultants | Ensures that all included features of the playground meet safety requirements | Pertinent certifications issued from and/or recognized by the local governing authority |
| Landscapers | Site planning / design, manipulating land on the job site as needed | >2-3 years of landscaping experience |
| General laborers | General labor on the job site and installation / construction of playground equipment | >2-3 years of experience on projects similar in nature and scope |

Project Stakeholders

| Name of person or organization | Major or Minor Interest (Major/Minor) | How are they affected? |
|--------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project sponsor | Major | The resources and reputation of the project sponsor are on the line. |
| Key project team members (PM, landscape architect, electrician, plumber) | Major | Project team members may experience positive or negative changes in their reputation depending on the success of the project. Their individual names are directly tied to the project. |
| Safety auditors / inspectors / consultants | Major | Inspectors responsible for ensuring that the site adheres to safety codes may have their reputation damaged or face consequences for signing off on an unsafe playground. |
| Nearby residents | Major | Potentially significant changes in noise/activity levels and property values. |
| Minor project team members (landscapers, general laborers) | Minor | Landscapers and general laborers may be less likely to be hired in the future if the quality of their work is poor. |
| Community members | Minor | Community members will have an additional outdoor recreational area to visit, interest might change depending on distance from the playground. |