

Memo 1 – General Manager

Subject: Initiation - Paint Booth Installation Project

From: Scott Patton, General Manager

Production delays in the paint department have become a major bottleneck - parts are piling up, and customer orders are starting to fall behind. To address this, we need to install a new industrial-grade paint booth with a curing system. Corporate will not release funds without a comprehensive capital expenditure proposal, and I need your help to develop the key deliverables to support it, starting with the **project charter**. Here is some key info to get you started.

Project Objectives

- Install and certify a new industrial-grade paint booth system.
- Complete project before peak production season in 3 months.

Scope Assumptions

- Booth will be in the west wing of the plant.
- Installation must comply with Cal/OSHA and fire codes.
- Operations must continue with minimal disruption during installation.
- This project is focused solely on the installation and certification of the new paint booth. Any additional enhancement to production capacity outside of this installation is not included in the scope, such as upgrades to existing equipment.

Final Deliverable:

A fully installed and certified industrial-grade paint booth at the El Segundo facility.

I want you to take the lead on formalizing the **project charter**, which will be reviewed at our next leadership meeting. Please coordinate closely with Ethan Beets - he oversaw a separate paint booth project back in 2021 and will be able to provide key insights as subject matter expert. I will be supporting this project as the project sponsor.

Regards,
Scott