

## **Memo 1 – General Manager**

**Subject:** Kickoff – Paint Booth Installation Project

**From:** Scott Apple, General Manager

I'm pleased to inform you that the executive committee has approved funding for the new paint booth installation at our El Segundo facility. This is a strategic investment aimed at improving production throughput. I will be acting as the project sponsor for this project.

### **Project Objectives**

- Install and certify a new industrial-grade paint booth system.
- Enable on-site finishing of our newest tractor line.
- Complete project before peak production season in six months.

### **Scope Assumptions**

- Booth will be in the west wing of the plant.
- Installation must comply with Cal/OSHA and fire codes.
- All equipment will be sourced from vendors we've worked with in the past.
- Operations must continue with minimal disruption during installation.

### **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 and identifying key stakeholders. The charter will be reviewed at our next leadership meeting. Please coordinate closely with Ethan Beets - he oversaw the last paint booth project and have key insights into our site preparation process. His role for this project is subject matter expert.

Regards,  
Scott