

## **Memo 1 – General Manager**

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

**From:** Scott Patton, 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. Please coordinate closely with Ethan Beets - he oversaw the last paint booth project and has key insights into our site preparation process. His role for this project is subject matter expert.

Regards,  
Scott