

Memo 3 – Plant Manager

Subject: Key Steps and Milestones for Paint Booth Installation

From: Ethan Beets, Plant Manager

Since this is the second time we're installing a paint booth at our facility, I have prepared a log of all the previous steps and milestones to help guide you. Some unexpected changes might come up so be prepared to adjust accordingly.

We are aiming for the project to begin on **September 15, 2025**. Below is a breakdown of all the required steps, along with estimated durations and dependencies. If everything goes according to schedule, we should be able to complete this project in 61 days total.

Use this information to create a **Gantt Chart** (Smartsheet is a great tool for this) and be sure to clearly show task relationships and the critical path.

Task	Task Name	Owner	Duration (est.)	Depends On
1	Define project scope and specs	Project Manager	2 days	-
2	Obtain quotes	General Manager	5 days	-
3	Plan schedule	Project Manager	2 days	Task 1
4	Select vendor	General Manager	3 days	Task 2
5	Plan cost schedule	Project Manager	2 days	Task 4
6	Analyze risks	Project Manager	2 days	Task 5
7	Submit to corporate office for approval	General Manager	5 days	Task 6
8	Place order for booth, wait for delivery	General Manager	30 days	Task 7
9	Inspect facility, apply for permits	Project Manager	28 days	Task 7
10	Prepare facility (Electrical, HVAC)	Plant Manager	28 days	Task 7
11	Install paint booths	Plant Manager	5 days	Task 8, Task 10
12	Install sprinklers	Plant Manager	5 days	Task 11
13	Test and calibrate	Plant Manager	2 days	Task 9, Task 12
14	Staff training and SOP update	Plant Manager	2 days	Task 13

A well-structured Gantt chart will keep this project on track, expose bottlenecks early, and ensure every team member stays aligned with the timeline.

Best,
Ethan