PROJECT CHARTER for centennial college progress campus parking lot striping and signaling

**GROUP: 08**

Vasireddy, Narasimha Rao

## Gajula, Sravya Keerthana

## Igwe, Chinazam

## Perera, Muhandiramge Chanuka

## Rojas Ramirez, Jose

**Meeting Minute**

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| --- | --- |
| **Project name** | **Meeting date** |
| Parking Lot Striping and Signaling Update | 06/15/23 |
| **Meeting place** | **Duration** |
| Microsoft Teams | 15 min (19:00-19:15) |
| **Meeting Purpose** | |
| Touch Point 3 report preparation & feedback discussion | |

**In attendance**

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| Gajula, Sravya Keerthana (SG) | Perera, Muhandiramge (MP) | Rojas Ramirez, Jose (JR) |

**Agenda**

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| **Discussed item** | **Owner** |
| The importance of including meeting minutes in the TP3 report | JR |
| It was explained how to reach the 3 answers target | JR |
| Project Scope agreement | ALL |
| Deliverables and Acceptance Criteria | ALL |
| Constrains and Risks discussion | ALL |

**Takeaways**

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| **Action item** | **Owner** |
| Stakeholders’ analysis (stakeholders’ matrix) | SG |
| Share meeting minute | JR |
| Touch Point 3 report and video submission | MP |

**Project Charter**

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| --- | --- | --- |
| **Project Name** | Centennial College Progress Campus Parking Lot Striping and Signaling Update | |
| **Project Sponsor** | Farhad Moayeri | |
| **Project Manager** | Sravya Keerthana Gajula | |
| **Project Team** | Chinazam Igwe  Muhandiramge Chanuka Perera  Jose Rojas Ramirez  Natasha Rao Vasireddy | |
| **Stakeholders** | City of Toronto – Transportation Services  Centennial College Board members  Centennial College Student Association  Contractor workers  Suppliers  Corporate Safety  Environment, Health, and Safety Department  Facilities Operations Department | |
| **Project Scope** | To carry out the project, it is necessary to have a clear understanding of the traffic regulations applicable to parking lots in the City of Toronto. For this, the services of an expert consultant will be hired. This same contractor will be responsible for executing the paint removal works, new crosswalks and new signs. In addition, a robust communication strategy will be implemented not only to inform the benefits and potential changes in the flow of pedestrians and vehicles, but also to communicate the execution phases of the project and how this could affect the parking lot users. Moreover, is required a technical report that includes the parking lot new layout, the chemical composition of the paint used, the volume of paint used and a maintenance plan that suggests the frequency with which it should be painted to maintain the standard. | |
| **Deliverables** | * New parking lot striping proposal * Previous striping paint removal * Communication strategy * Maintenance plan and painting suggested frequency | |
| **Acceptance Criteria** | * Parking lot markings correctly pained in-accordance to the correct dimensions. * Traffic flow arrows correctly painted in-order to the traffic flow and entrance/exit ways. * Disability/ Priority parking markings painted on the correct locations. * Crosswalks correctly painted on the suitable location. * All the documentation works finishes. | |
| **Scope Exclusions** | * Repairing the curbs damaged on the parking lot. * Replace or repair the lights/ guards/ railings of the car park. | |
| **Constrains** | * Project should be completed within CAD 20,000 * Project should be completed within allocated two weeks. * Car- park should operate partially when the project goes on. | |
| **Assumptions** | * The weather condition of the project period will be suitable for the project. * Surface area should be appropriate in condition to paint. * All the government permits will be gain on time. * All the resources including exact paint should be readily available to purchase. | |
| **Risks** | * Unpredictable weather can delay the project. * Day to day traffic can affect and hold the project in the daytime. * Unpredictable time spending to surface preparation. * Health and safe hazard for people involving the project. * Undetermined surface to paint during the project. * Quality defects after work completion. | |
| **We agree that this is a viable project, and we will support it** | | |
| **Project Sponsor** | Farhad Moayeri | Date: 06/18/2023 |
| **Project Manager** | Sravya Keerthana Gajula | Date:06/18/2023 |

**Identifying Stakeholders**

* City of Toronto – Transportation Services
* Centennial College Board members
* Centennial College Student Association
* Contractor workers
* Suppliers
* Corporate Safety
* Environment, Health, and Safety Department
* Facilities Operations Department

**Analyzing Stakeholders**

Power

High

Interest

Low

Low

High

High

A picture containing text, screenshot, font

Description automatically generated

Stakeholders