

CADILLIAC COMMUNITY PLAYGROUND

PROJECT CHARTER

WILLIAM KITTREDGE

VERSION: 1.2

REVISION DATE: 1/29/23

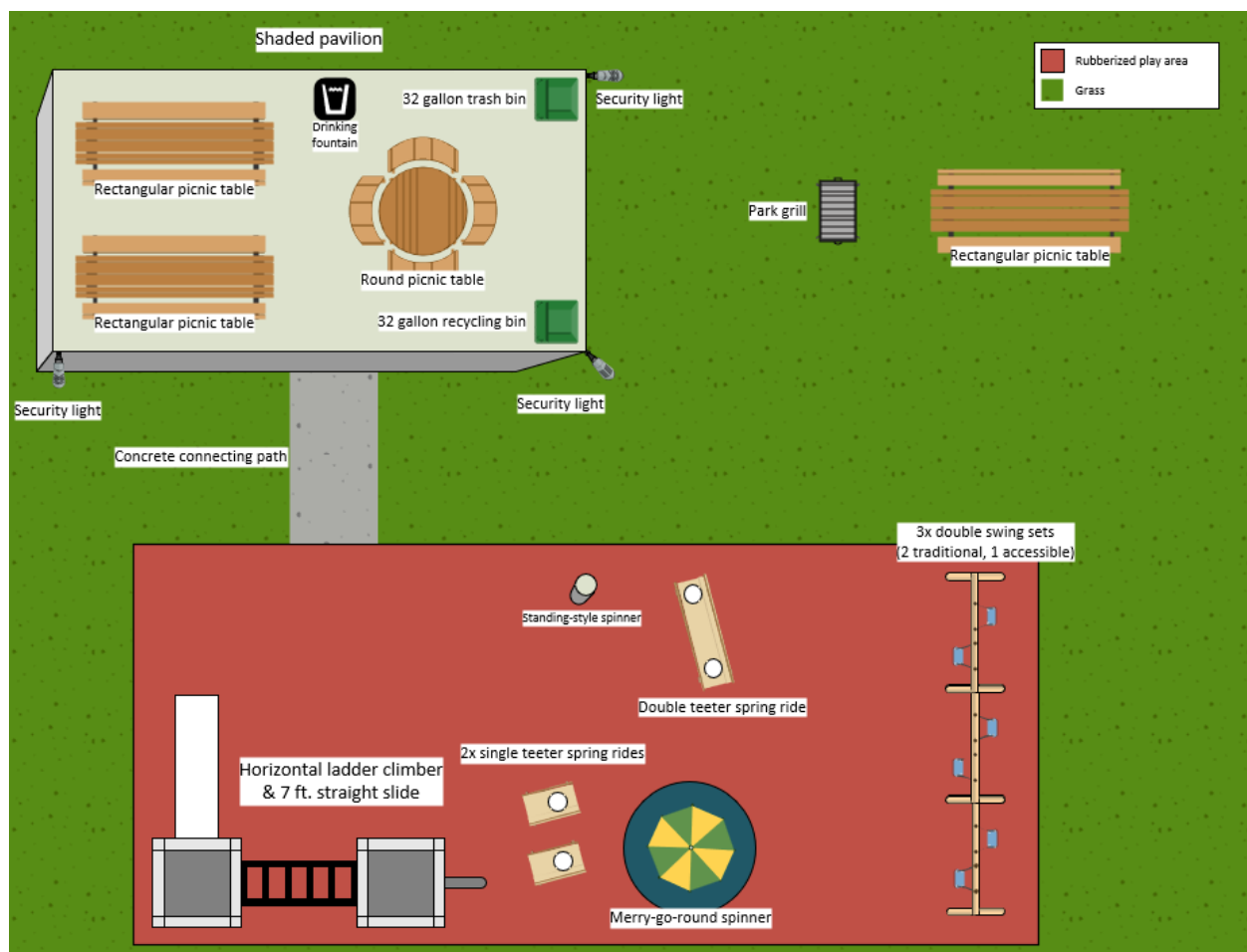
Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, everyone agrees work will start on this project, and the necessary resources will be committed as described.

Approver Name	Title	Signature	Date
Steve Schuiling	Project Sponsor		1/29/2023
Will Kittredge	Project Manager		1/29/2023

Project Description

Upon completion, this project will provide a safe outdoor environment that facilitates play and community building, as well as a variety of other possible recreational activities to the Cadillac, MI area within a 4-5 month timeframe from start to finish and a cost not more than \$125,000. The environment is primarily targeted at children and families – but will be publicly accessible by all community members and visitors irrespective of age, and is designed to contain at least one disability-friendly play amenity. Planned amenities include a climbing set, slide, spinners, spring riders, swings, rubberized play surfacing, a shaded pavilion, picnic tables, security lighting, a park grill, trash / recycling bins, and a drinking fountain.

Budget may be viewed after the diagram (on page 3)



Budget

ITEM		COST
PLAY EQUIPMENT		
7 ft. straight slide		\$7,900.00
Merry-go-round spinner		\$4,700.00
Double swing set (accessible seat style)		\$4,300.00
2x Double swing sets (traditional seat style)		\$3,500.00
Horizontal ladder climber		\$2,750.00
2x Single teeter spring ride		\$1,400.00
Double teeter spring ride		\$1,000.00
Standing spinner		\$900.00
Subtotal		\$26,450.00
GENERAL EQUIPMENT		
Shaded pavilion		\$4,000.00
3x Rectangular picnic tables		\$3,000.00
Outdoor drinking fountain		\$1,400.00
Round picnic table		\$950.00
2x 32-gallon trash / recycling bins		\$700.00
3x Security lights		\$525.00
Park grill		\$460.00
Subtotal		\$11,035.00
GROUND SURFACES AND PATHWAYS		
Poured-in-place rubberized play surfacing (3,750 ft ² @ \$8/ft ²)		\$30,000.00
Concrete pavilion floor and connecting path (300 ft ² @ \$6/ft ²)		\$1,800.00
Subtotal		\$31,800.00
LABOR	Hours	
General Laborers	1,368 @ \$20/hr	\$27,360.00
Landscapers	240 @ \$25/hr	\$6,000.00
Landscape architect	N/A	\$5,000.00
Electrician	24 @ \$100/hr	\$2,400.00
Plumber	24 @ \$100/hr	\$2,400.00
Subtotal		\$43,160.00
CONTINGENCY		\$12,555.00
TOTAL		\$125,000.00

Project Scope

In Scope	Out of Scope
Poured-in-place rubberized play surface	Artificial pond / fountain
Slide	On-site restrooms
Spinners	Surrounding fences / gates
Swings (traditional and accessible)	Security cameras
Horizontal climber	Integration with existing sidewalks
Spring rides	Bicycle racks
Shaded pavilion	
Picnic tables	
Outdoor drinking fountain	
Trash / recycling bins	
Park grill	
Security lights	
Concrete connecting path	

Project Schedule

Initial Work Breakdown Structure

Task Name	Task Description	Target Start Date
Create project charter	The project charter is created, revised (if necessary), and approved.	Jan. 9
Key stakeholder meetings	Key stakeholders meet to discuss the project charter, select vendors, and review the project plan.	Jan. 16
Visit / survey the project site	Key project stakeholders visit the site of the project. A landscape architect is present to survey the site.	Jan. 18
Contact materials / equipment vendors	Initiate contact with the materials / equipment vendors.	Jan. 19
Place materials / equipment orders	Orders for the necessary materials and equipment are placed with the vendors.	Jan. 23
Survey community members	Feedback is gathered from community members by asking them to rank several final design candidates for the playground.	Jan. 25
Finalize playground design	A final design is selected based on results from the site survey and public design poll.	Jan. 30
Acquire permits	Begin acquiring any permits that will be required to complete the project	Jan. 30
Contract workers	Begin contracting workers that will perform manual labor associated with the project.	Feb. 6
Break ground	Work officially begins on the project site.	Mar. 6
Concrete pouring	Concrete for the shaded pavilion and connecting path is poured.	Mar. 13

Pavilion installation begins	The pavilion (including security lights and drinking fountain) begins to be installed.	Mar. 20
Play area ground excavation / surface prep	The ground that the rubberized play surface will rest on begins to be prepared.	Mar. 20
Poured-in-place rubberized play surface installation	The poured-in-place rubberized play surface is installed.	Apr. 3
Large play equipment installation	Installation of large play equipment (slide, climber, swings, and merry-go-round) begins to be installed.	Apr. 10
Small play equipment installation	Small play equipment (spring rides and standing spinner) begins to be installed.	Apr. 24
General equipment installation	Remaining general equipment (picnic tables, trash bins, and park grill) begins to be installed.	May 1
Final landscaping	After all planned amenities have been installed, landscapers begin repairing any damage that has been done to the land.	May 8
Final safety audit	Auditors / inspectors / safety consultants perform a thorough and final check to ensure that everything on-site meets safety requirements.	May 15
Soft opening	The playground is opened to a limited number of guests, and amenities will receive real-world use outside of tests for the first time.	May 22
Final adjustments	Any potential last-minute problems are resolved before opening if possible. If a problem is discovered that cannot be fixed before opening, a plan is created to resolve the problem in the future and the public is informed.	May 23
Official opening / project end	Site opens and the project ends.	May 29

Initial Risks

Risk Description	The probability that risk will occur (high, med, low)	Impact on the project if the risk occurs (high, med, low)
Schedule disruption (one week or greater) due to extreme weather (excessive rain or snow)	Low	High
Schedule disruption due to delivery delays (one week or greater) of the playground equipment	Low	High
Running overbudget due to unexpected price increases (at least 10% over the initially expected prices) in playground equipment	Med	High
Moderate to severe workplace injury	Low	Med – High
Schedule disruption (one week or greater) due to illness within team (COVID or other)	Low	Med

Initial Project Team

Name of Team Member or Role on the Team	What will this role/person do on the project (duties)?	Qualifications (skills, certification, experience, education)
Project Manager	Planning / coordinating, scheduling, hiring / general contracting, management and oversight of the project	Applicable degree, PMP certification holder, experienced in construction management
Landscape Architect	Site surveying and playground layout finalization	Applicable degree, >3 years of experience on projects similar in nature and scope
Electrician	Installation and wiring of security lights and any other permanent equipment requiring electricity	Licensed and insured electrician
Plumber	Plumbing of the drinking fountain	Licensed and insured plumber
Safety auditors / inspectors / consultants	Ensures that all included features of the playground meet safety requirements	Pertinent certifications issued from and/or recognized by the local governing authority
Landscapers	Site planning / design, manipulating land on the job site as needed	>2-3 years of landscaping experience
General laborers	General labor on the job site and installation / construction of playground equipment	>2-3 years of experience on projects similar in nature and scope

Project Stakeholders

Name of person or organization	Major or Minor Interest (Major/Minor)	How are they affected?
Project sponsor	Major	The resources and reputation of the project sponsor are on the line.
Key project team members (PM, landscape architect, electrician, plumber)	Major	Project team members may experience positive or negative changes in their reputation depending on the success of the project. Their individual names are directly tied to the project.
Safety auditors / inspectors / consultants	Major	Inspectors responsible for ensuring that the site adheres to safety codes may have their reputation damaged or face consequences for signing off on an unsafe playground.
Nearby residents	Major	Potentially significant changes in noise/activity levels and property values.
Minor project team members (landscapers, general laborers)	Minor	Landscapers and general laborers may be less likely to be hired in the future if the quality of their work is poor.
Community members	Minor	Community members will have an additional outdoor recreational area to visit, interest might change depending on distance from the playground.