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**Technology Enhanced Facilities —**

**Mechanical Engineering**

**MEB 3-3**

**Project Charter**

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**University of Alberta  
Academic Information and Communication Technologies  
(AICT Labs)**

**28 April 2006**

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### APPENDICES

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## 1. INTRODUCTION

As part of the renewal plan established by the Technology Enhanced Instructional Spaces Advisory Committee (TEISAC), the instructional computing lab in MEB 3-3 has been scheduled for a technology upgrade in fiscal year 2006/07.

## 2. PROJECT DEFINITION

### 2.1 Business Objectives

Upgrading the network, computers and software will enhance teaching and learning for instructors and students. The lab will be built with a dual desktop environment which allows Windows and Linux applications.

### 2.2 Scope Definition

As part of the scope the Department will:

- ♦ Install license keys on departmental server(s) and allow access from the AICT lab.
- ♦ Provide staff resources as require by the project plan.
- ♦ Provide access to software licenses, provide software media and a list of all software to be installed in priority order.

As part of the scope AICT Labs will:

- ♦ Remove existing hardware
- ♦ Adjust existing/replace security kits
- ♦ Purchase and install:
  - Software as software list
  - 37 ADM64 Computer Systems  
(36 student stations and 1 instructor station)
  - 1 Spare Computer System  
(to be retained in AICT Labs inventory)
  - 1 Server
  - 1 Network Switch
  - 1 Gateway
  - 1 UPS
- ♦ The existing equipment is requested by the Department to be redeployed for student use.
- ♦ Coordinate software testing with Mechanical Engineering analyst that requires the use of the departmental license server(s).

Software Upgrade:

- ♦ AICT Labs analyst will build lab image under Windows with Labs Standard Desktop and designated specialized software with VMWARE running on XP.

- ♦ AICT lab analysts work with the Mechanical Engineering Analyst(s) to resolve any software applications issues.
- ♦ The Lab Sponsor will determine what program-specific software is required by instructors.
- ♦ The lab design will be built that it may support Linux under VMWARE in the future if the need arises as a separate project.

The hardware and software specifications will meet the standards set out in Appendix A – Technology Requirements.

Projection Upgrade:

- ♦ Purchase and install:
  - Projector and mount
  - Control System
  - Computer switches
  - Audio System
  - Alarm System

The projection specifications and budget are outlined in Appendix F – Projection Budget.

Security:

The security specifications will be determined after the Pilot Project is installed and evaluated. A sum of \$10,000 was specified in Appendix E – Budget to provide funding.

## **2.3 Scope Statement of Work**

In consultation with the Lab Sponsor from the Department of Mechanical Engineering, Academic Information and Communication Technologies will upgrade the technology and install security in the instructional computer lab located in MEB 3-3.

## **2.4 Scope Not Included with Project (Exclusions)**

### Infrastructure

The lab will not be rewired as the existing network wiring is acceptable.

### Renovations

There are no renovations required.

## **2.5 Constraints or Limitations**

- a) The scope of the project falls within TEISAC guidelines and funding. Any project scope request outside of the TEISAC guidelines must have an identified funding source.

- b) The labs in MEB 3-3 will be closed during the upgrade, tentatively scheduled from May to August.

**2.6 Assumptions**

- a) The Lab Sponsor has met with instructors to determine their lab needs for integration with the planned upgrade.
- b) Instructors will make any necessary changes to teaching materials to correspond with new software.

**3. DELIVERABLES**

The following documents will be produced for use in planning, developing and implementing the goals of the Project:

- Project Charter
- Hardware and Software Requirements
- Work Plan
- Risk Management Log
- Budget
- Projection Budget
- Operational Plan for applications requiring the use of the MECE departmental license server(s).

**4. RISKS**

The identified Project risks are documented in the Risk Management Log, attached as Appendix B. The Risk Management Log will be maintained and utilized through the life of the Project.

**5. DELIVERY METHODOLOGY USED**

The following groups and/or individuals will act in an advisory role, make decisions and/or act as Lead Hands to complete the Lab Project:

»»» Mechanical Engineering Sponsor.....	Walied Moussa
»»» Mechanical Engineering Liaison.....	Alan Wilson
»»» Mechanical Engineering Analyst .....	Jonathan Clark
»»» Project Manager .....	Donna Gorday
»»» Project Administrator .....	Maureen Walker
»»» AICT Labs Analyst .....	Jason Clements
»»» AICT Technician.....	Bruno Berto
»»» Systems Integrator.....	Wayne Lamoureux
»»» Facilities Management .....	N/A

The major project tasks and target dates are identified in the Work Plan, attached as Appendix C.

## **6. PROJECT CONTROLS**

### **6.1 Status Reporting**

Status reporting procedures include:

- ♦ The Project Manager will advise the Lab Sponsor of the project status on a regular basis;
- ♦ Regular status meetings will be held with the Project Manager, Lead Hands and/or the Systems Integrator;
- ♦ Project documentation and status reports will be completed and distributed as required.

### **6.2 Issue Management**

Issues will be handled as they arise by the appropriate Lead Hand in consultation with the Project Manager. Where necessary, the Project Manager will consult with the Lab Sponsor on issues affecting project scope, budget and/or ability to meet identified completion dates. Issues will be recorded in the project status meeting documents.

### **6.3 Quality Management**

Once the lab upgrade has been completed and the lab has been in operation for a month, the Project Manager will meet with the Lab Sponsor to:

- ♦ Ensure the lab is working as planned;
- ♦ Identify and remedy any deficiencies in workmanship or equipment;
- ♦ Sign off the Project.

### **6.4 Change Management**

Changes to the project scope must be documented and managed while the lab upgrade is in process. A Project Change Request that significantly affects the scope, budget or ability to meet target dates must be completed and signed by the Project Sponsor. This will become an Addendum(s) to the Project Charter. Minor changes will be identified in the documents arising from project status meetings.

## **7. PROJECT ORGANIZATION/RESOURCES**

### **7.1 Reporting Structure**

The Project Manager is responsible for coordinating and overseeing the project work; therefore all staff reports proceed through the Project Manager. Refer to Appendix D – Reporting Structure.

### **7.2 Roles and Responsibilities**

**Lab Sponsor** is responsible to:

- ♦ Identify the needs of the lab;
- ♦ Provide specialized software;
- ♦ Test lab environment for any required adjustments:

- ♦ Provide additional funding for special requests (where applicable);
- ♦ Resolve major issues that require a change to the scope, budget and/or ability to meet identified completion dates.

**Project Manager** is responsible to:

- ♦ Identify and recruit the staff required to complete the project within the approved budget and timeframe;
- ♦ Resolve issues presented by the lead hands and/or their staff;
- ♦ Identify and present major issues to the Lab Sponsor that may require a change to the scope, budget and/or ability to meet identified completion date;
- ♦ Hold status meetings with lead hands and/or Lab Sponsor;
- ♦ Ensure appropriate documentation is completed;
- ♦ Communicate with vendors;
- ♦ Hold quality management review;
- ♦ Sign off project with final budget variance report.

**Lead Hands** are responsible for:

- ♦ Identifying if additional staff is required to complete the work identified for their area within the established budget and timeframe;
- ♦ Quality of work;
- ♦ Timely reporting of any issues to the Project Manager.

**AudioVisual Specialist** is responsible to:

- ♦ Identify and recruit the staff required to complete the projection installation within the approved budget and timeframe;
- ♦ Identify and present major issues to the Project Manager that may require a change to the scope, budget and/or ability to meet identified completion date;
- ♦ Ensure appropriate documentation is completed.

## **8. PROJECT BUDGET/COSTS**

The total funding to be provided by TEISAC for upgrading the Mechanical Engineering lab is \$181,000. Unused contingency monies and/or other savings will revert back to TEISAC for identified expenditures in the public instructional labs. An itemized budget is attached as Appendix E and identifies the budget items, quantity and estimated costs required for completing this project.

## **9. FACILITIES, INVOICING SCHEDULE AND TERMS**

This section is not applicable to the Project.

## 10. PROJECT AUTHORIZATION

### Recommendation to proceed:

\_\_\_\_\_  
Donna Gorday, Project Manager

\_\_\_\_\_  
Date

### Approval to proceed:

The following approvals signify acceptance of this Project Charter document for the lab upgrade in MEB 3-3.

\_\_\_\_\_  
Walied Moussa  
Department of Mechanical Engineering

\_\_\_\_\_  
Date

\_\_\_\_\_  
J Brian Acheson  
Acting Director  
Central Services and Support  
Academic Information and Communications Technologies

\_\_\_\_\_  
Date