



Project Charter

The project charter is a document that authorizes the manager to apply organizational resources to project activities and to proceed with finalizing the project scope and developing the project plan.

Program: CA01 – Communication and Control

Project SAP PS ID 100358

Project ID (other) TBD

Project Title: B-66 Tower Replacement

Project Manager: To Be Assigned by ERRA

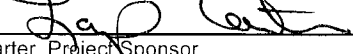
Project Sponsor(s): Larry Carter

Mandate(s): None

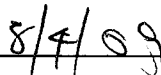
Level of Empowerment:

This Project Charter is a document that authorizes the project manager to apply organizational resources to project activities and to proceed with executing and controlling the project plan.

Approvals:



Larry Carter, Project Sponsor



Date

Larry Gerry, Planning Department Director


Date

Jeff Kivett, Engineering Department Director

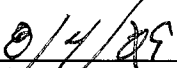
Date

Ulrich Cordon, Construction Department Director

Date



Joel Arrieta, Program Manager



Date

Revision Sheet

<i>Release No.</i>	<i>Date</i>	<i>Revision Description</i>
<i>Rev. 0</i>	<i>12/03/2008</i>	<i>Project Charter Template</i>
<i>Rev. 1</i>		
<i>Rev. 2</i>		
<i>Rev. 3</i>		

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PROJECT TEAM

The project team is the list of team members directly supporting the project and may be responsible for developing the strategies to deliver the project such as developing the plan elements, including WBS, schedule, resource requirements, and skills. Identify the team below. The form may be modified to meet additional needs.

Name	Role	Responsibility
Nigel Mann	Network Engineering Architect	Network Engineering
To be assigned by ERRA	Project Manager	ERRA
To be assigned by ERRA	Project Design	ERRA
To be assigned by ERRA	Construction	ERRA
To be assigned by ERRA	Permitting	ERRA
Marwan Fakhoury	O&M Facilities	O&M Facilities Program Leader
Staff (from Cherry Jame's Division) To be assigned	SCADA Instrumentation	SCADA Instrumentation Management

PROJECT MANAGEMENT OVERSIGHT TEAM

The oversight team provides guidance to the project manager. This team is responsible for approving policies, plans, standards, and procedures including quality assurance, risk management, and performance measurement plans. The oversight team approves changes, monitors performance and assists the project manager in resolving issues escalated by the project manager. If applicable, identify the name(s), role(s), and responsibilities of the Project Oversight Team. The form may be modified to meet additional needs.

Name	Role	Responsibility
Ralph Hayden	O&M Infrastructure Systems	Oversight of Project for O&M
Joe Albers	ERRA Engineering Project Management	Oversight of Project Manager
Sue Ray	ERRA Engineering & Technical Services	Oversight of Project Design
Michael Hiscock	ERRA Construction	Oversight of Project Construction
Steven Burns	Information Technology	Oversight Network Engineering
Cherry James	SCADA Instrumentation Management	SCADA Instrumentation Management

PROJECT LOCATION

The existing B-66 communication tower is a 140 feet tower located on the southwest corner of the District Headquarters facility located at 3301 Gun Club Road in West Palm Beach, Palm Beach County.

PROJECT BACKGROUND

The existing communication tower is a part of the Central Communication Loop Which is proposed for expansion. Tower replacement will enhance communication capabilities within the loop and communication between the District headquarters and other loops such as the proposed North Shore Automation Loop.

PROJECT SCOPE

As part of the District efforts to refurbish its infrastructure, it was determined that the existing 140 feet tower needs to be replaced with a new 300 feet high free standing tower which shall be designed to meet the District hurricane standards.

ISSUES TO BE RESOLVED

Prior to detailed design, the following issues need to be resolved:

1. **Approval from Palm Beach Airport is required:** The Airport limits the height of communication towers. As the distance from the Airport increases (increments of 50 feet) the Airport allows only a specific height increase. As the existing tower is 140 feet high, any additional increase in height will require approval from the Airport Authority. The new tower height will determine if there is need for a higher capacity generator, a larger shelter for the communication equipment and shelter for the new generator
2. **Location of new shelter:** The new shelter may need to be larger than the existing shelter and hence it will require additional land. However, the only additional land available may be too far from the existing tower location. If the new tower is to be installed at the same existing tower's location, connections between the new tower and the new shelter need to be addressed upfront to make sure the installation is feasible.

The following is a description of the proposed work to be accomplished by the Contractor:

- 1) Accomplish cutover of each VHF and microwave communication system under the supervision of DISTRICT technical personnel
- 2) Design, furnish, obtain, construct and or install the following at the specified location as specified herein and on the contract drawings:

-
- a) One self supporting microwave antenna tower with all specified antenna and appurtenances (The new tower height depends on the Airport requirement)
 - b) Tower foundation including design
 - c) A 12 by 24 shelter to house communication equipment.
 - d) A new generator at the tower site may be required (pending tower height determination)
 - e) Additional site grounding, bonding and all necessary connections
 - f) Fencing as indicated
 - g) Electrical power connection to the existing electrical service and the new microwave tower clearance lighting
 - h) Clearing, grading and site-work as indicated/needed.
 - i) Construction permitting
- 3) Remove from the site the existing tower, as indicated on the Contract drawings. Antennae and tower are to be salvaged and delivered to the DISTRICT, unless otherwise directed by the DISTRICT.

PROJECT GOALS/OBJECTIVES

The project objective is to replace the existing B-66 tower with a new stand-alone tower with new communication equipment to improve monitoring and control of District Infrastructure from the B-1 Control Room and improve communication within the Central Communication Loop.

PROJECT JUSTIFICATION

The project will provide a new structurally sound and higher tower to accommodate communication between the District B-1 Control Room and other District Communication Loops. This will improve monitoring and controlling capabilities of District Infrastructure from the B-1 Control Room.

PROJECT DELIVERABLES

- Project Justification
- Engineering Studies and Analysis
- Design Plans and Specifications
- Permitting
- Notice to Proceed
- Construction

PRELIMINARY METHODOLOGY

The Everglades Restoration Resource Area shall provide Project Management, Engineering Design, Permitting and Construction to implement the project. The Project Manager will use Project System to set up the schedule for these efforts. The O&M

Communications Program Leader, Marwan Fakhoury, will be included in all phases of the project.

BUSINESS AREA INVOLVED

1. Information Technology Staff
2. ERRA Staff – ERRA will provide engineering studies and will execute the project and project management, engineering design, permitting and construction serves to implement the project.
3. O&M Staff - The program manager will be part of the project team and provide oversight and coordination with Operations and Field Stations Staff. An assigned staff member will provide technical review of all deliverables consistent with ERRA's process

FUNDING/COSTS/RESOURCES

Select one: This project is budgeted. This project is not budgeted.

Funding: FY10 (Planning - \$100,000)

Costs: FY11 (Design - \$900,000), FY12 (Construction - \$3,375,000),
FY13 (Construction – 2,250,000)

Resource Requirements: To be determined by the Project Manager

ASSUMPTIONS

1. The scope, as identified in this document, will not be modified unless the modifications are approved by the Sponsors and Management Oversight Committee.
2. The resources identified above as project team members will be made available at the time they are needed to execute their tasks.
3. The project will be fully funded through its duration
4. Ability to procure a responsible and responsive contractor(s) in a timely manner.

CONSTRAINTS

1. Project team will need to take into account operational need of the structures controlled by B-66 during construction. The existing antenna, tower and all related equipment must remain operational until the final switch over to the new tower and equipment.

OTHER ROLES AND RESPONSIBILITIES

The ***project sponsor*** is responsible for;

- Communicating District objectives
- Overseeing cross-organizational participation
- Providing a focal point to resolve issues escalated from the management oversight and guidance to the project manager

The ***project manager*** is responsible for,

- The project's overall performance and success
- Approving policies, processes, and procedures developed by project team members
- Being the focal point for communication between the project manager oversight
- Escalating to the management oversight team issues that cannot be resolved at the project level
- Developing and maintaining the project plan

The **Functional Manager (Department Director)** is responsible to:

- Provide the resources for the project
- Ensure the quality of the resources provided to support the project
- Contribute to the performance evaluation of the project manager

The **Program Manager** is responsible for:

- Developing Annual Work Plan and Strategic Plan input for the Program
- Monitoring project status during the fiscal year
- In conjunction with the Department Director, reviewing and signing the Project Charter and Project Management Plan
- Leading the Program's team of project managers and professionals to accomplish programmatic objectives
- Assisting in the development of Project Managers
- Reporting on, and communicating, Program and project status to Sr. Managers

The ***O&M Program Leader*** is responsible for:

- Monitoring project status through construction
- Reporting on, and communicating, project status to Program Manager
- Working with Program Manager