



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: Not Applicable

Project SAP PS ID: 1000592

Project ID (other): TBD

Project Title: South Miami-Dade Issues Coordination

Project Manager: Scott Burns


Project Sponsor(s): Ken Ammon, Deena Reppen, Sheryl Wood, George Horne

Mandate(s): Chapter 373.033, 373.042, 373.086, 373.1501, 373.223, 373.470 F.S. and Chapter 403 Part II F.S

Level of Empowerment:

This Mini Project Management Plan 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.

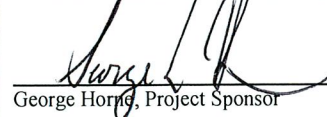
Approvals:



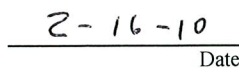
Kenneth G. Ammon, P.E., Project Sponsor




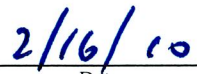

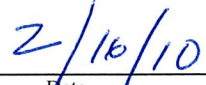
Date



George Horne, Project Sponsor



Date

 _____ Deena Reppen, Project Sponsor	 _____ Date
 _____ Sheryl Wood, Project Sponsor	 _____ Date

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	01/21/2010	Initial description
Rev. 1		
Rev. 2		
Rev. 3		

TABLE OF CONTENTS

Project Team4

Project Management Oversight Team5

Project Location.....5

Project Scope6

Project Goals/Objectives7

Project Justification8

Project Deliverables8

Preliminary Methodolgy9

Business Area Involved9

Funding/Costs/Resources9

Assumptions.....10

Constraints10

Other Roles and Responsibilities.....10

South Miami-Dade Coordination Flow Chart.....11

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
Scott Burns	Project Manager	Project Implementation/Coordination
Pete Kwiatkowski	Deputy Project Manager	Support Project Implementation/Coordination
Terrie Bates	Regulatory and Public Affairs	Resource support, guidance
Tommy Strowd	Everglades Restoration	Resource support, guidance
Rick Diaz	Water Supply	Consumptive use support
Tom Teets	Policy and project support	Resource support, guidance
Tony Waterhouse	Regulation mine	Coordination of mining permitting
Linda Lindstrom	Data QA/QC	Resource support, guidance
Sharon Trost	Data storage retrieval	Resource support, guidance
Sarah Nall	Legal issues	Identify legal constraints and opportunities
Ruth Holmes	Legal issues	Legal support
Susan Gray	Legal/technical support	Resource support, guidance
Susan Sylvester	Operations control	Resource support, guidance
Jayantha Obeysekera	Technical analysis	Technical support
Scott Thorp	South Dade operations	analyze ops constraints and opportunities
Steve Krupa, John Janzen	Hydrogeology FPL monitor plan implementation	Technical support
Dave Rudnick	Bay ecology	Technical support
Sean Sculley	FPL site certification	Agency coordinator

Name	Role	Responsibility
Melody Hunt	FPL monitor plan implementation	Technical support
Maura Merkel	So. Dade Ag. Drawdown Study	Project manager
Anita Bain	FPL Mitigation Bank	Coordinate compliance activities
Brenda Mills	Water reservation/MFL	Project manager
Ed Hernandez	Local issues coordination	Stakeholder/agency outreach
Kim Shugar	Regional issues coordination	Stakeholder/agency outreach

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
Carol Wehle	Executive Director	Provide direction, resources and priorities
Tom Olliff	Assistant Executive Director	Provide direction, resources and priorities
Ken Ammon	DED, Everglades Restoration	Provide direction, resources and priorities
Deena Reppen	DED, Regulatory and Public Affairs	Provide direction, resources and priorities
Sheryl Wood	General Counsel	Provide direction, resources and priorities
George Horne	DED, Operations and Maintenance	Provide direction, resources and priorities

PROJECT LOCATION

Surface and groundwaters located within south east Miami-Dade south of the C-4 canal, east of the L31W levee and including waters of the District within Florida and Biscayne Bay. The project also considers contributing waters from outside the project boundaries.

PROJECT SCOPE

The South Miami-Dade Issues Coordination project provides the focal point for oversight and coordination of the multiple ongoing District projects and initiatives within south Miami-Dade County. The list of projects that fall under the scope of the South Dade Issues Coordination Charter include the following:

- FPL 5th Supplemental Agreement
- FPL Unit 6 and 7 Certification
- FPL transmission line certification and relocation
- South Dade Agricultural Drawdown Study
- Atlantic Civil litigation support
- Card Sound and Fla. City canal structures
- C-111 construction/operation Phase I and II
- Public Water Supply compliance
- Biscayne Bay Coastal Wetlands Project
- Biscayne Bay Water Supply Rule
- Florida Bay Water Supply Study
- South Miami-Dade outreach

In addition, this Charter includes the following responsibilities:

- Implementation of the District's responsibilities described in the 5th Supplemental Agreement between SFWMD & FPL
- Lead & coordinate District staff/team in implementation of the FPL Monitoring Plan
 - Primary District Point of Contact for FPL environmental staff
 - Maintain coordination efforts with DEP & Miami-Dade DERM
 - Track Monitoring Plan schedule and implementation to ensure timely completion
 - Upon request of FPL, provide feedback on FPL Scopes of Work for services associated with implementation of the Monitoring Plan
 - Field assistance during drilling of well clusters & establishing screen intervals
 - Develop and implement a plan for managing incoming FPL data for display and analysis by both the public and District staff.
 - Review, revise and approve the FPL proposed QA/QC plan consistent with the provisions contain in the Board approved Monitoring Plan
 - Coordinate the review and assessment of FPL data and reports
 - Recommend, respond and/or implement adaptive changes to monitoring plan
 - Conduct interagency meetings as needed to coordinate plan implementation
 - Conduct regular public stakeholders meetings in Miami-Dade County
- Coordinate the FPL Turkey Point investigations with the ongoing District study of seasonal agricultural drawdown in South Miami-Dade.
- Coordinate any proposed District operational changes or proposed new structures (e.g.; Card Sound Canal and Florida Cities structures) in the South Miami-Dade area.
- Coordinate Agency actions affecting the FPL/Everglades Mitigation Bank.

-
- Coordinate Agency comments on other State and Federal permits affecting FPL unit 6 and 7
 - Oversee comprehensive evaluation of Public Water Supply withdrawals and mining operations in South Miami-Dade (permits, allocations, pumpage records, chloride data, and compliance).
 - Monitor/participate as needed in other emerging regional water resource issues in the area (e.g. MFLs rule development, emerging nutrient criteria, Biscayne Bay Coastal Wetlands projects, C-111 Phase I and II, etc.).
 - Identify developing issues on a project level that have the potential to conflict with other South Miami Dade objectives and implement steps to prevent/resolve conflicts.
 - Work with Project Management Oversight Team to resolve emerging South Miami-Dade issues
 - Attain knowledge of technical and policy issues associated with multiple District projects ongoing in the region and stay current as the projects evolve.
 - Communicate technical and policy related information in clear unbiased terms and formulate/document comprehensive recommendations for consideration by the Project Management Oversight Team.
 - Keep Project Managers/Project Team apprised of issues affecting them and seek their support in solution development.
 - Keep external contacts and stakeholders apprised of project status and solicit their input into issue identification/resolution as needed as part of an overall communication strategy and outreach plan developed in conjunction with District outreach staff
 - Coordination/participation with District Litigation/Technical Resource Team regarding South Miami Dade issues
 - Identification and solicitation of strategic resources needed to meet project objectives (e.g. contract services, expert witness etc.).
 - Direct resources as needed to formulate strategies and provide technical support to legal proceedings against the District in south Miami-Dade County

PROJECT GOALS/OBJECTIVES

- Provide information in support of executive decision-making based on a thorough understanding of technical issues and constraints across multiple projects ongoing in South Miami Dade County.
- Provide guidance and oversight to Project Managers/Project Team members as needed to:
 - Prevent conflicting actions among the multiple projects ongoing in South Miami-Dade County.
 - Ensure products are consistent with District policy and are technically sound.
 - Provide support in the identification and assignment of project resources as required to resolve issues and meet District commitments/deadlines.
- Develop long-range strategies and policies for consideration by the EXO and Governing Board to manage the impacts of sea level rise on the water resources and operations of the District within South Miami-Dade County.
- Provide technical support to the defense of litigation brought against the District.

PROJECT JUSTIFICATION

Surface and groundwater systems are highly interactive in the study area. Decisions affecting water use, mining, flood control, wetlands restorations, and operations have impacts that extend beyond the individual project boundaries. Sea level rise along with low lying topography, extensive drainage, land use and water use have influenced the inland extent of the coastal saltwater interface. The District in partnership with the federal government, is investing public funds for the purpose of protecting and restoring the coastal ecology and the greater Everglades. A coordinator is necessary to provide oversight and technical review of plans data and analysis, identify potential conflicts or resource impacts, develop recommendations to prevent resource harm to support decisions by the Project Management Oversight Team, and verify the implementation of selected actions.

PROJECT DELIVERABLES

Project Deliverables for FY 2010

- Review and support initiation of FPL monitoring network
- Comprehensive evaluation of compliance data
- Initiation of data collection: FPL Monitoring Plan
- Analysis of 2009/2010 agricultural drawdown data
- FPL Unit 6&7 interim and final agency report
- Support for pre-hearing stipulation, discovery, DOAH hearing and Siting Board hearing
- Public Access, South Miami-Dade Data/Web site
- Initiate development of a density dependent integrated model
- Semi-annual public meetings on Miami-Dade water issues
 - FPL monitoring plan
 - South Dade Ag drawdown study
 - Saltwater intrusion management planning
 - Fl. Cities/Card Sound structure placement

Project Deliverables for FY 2011

- Conceptual long term saltwater intrusion management plan
- Data collection and analysis; FPL monitoring plan
- Support for pre-hearing stipulation, discovery, DOAH hearing and Siting Board hearing
- Florida Cities/Card Sound structure deployment
- Semi-annual public meetings on Miami-Dade water issues

Project Deliverables for FY 2012

- Completion of density dependent integrated model
- Revised saltwater intrusion management plan
- Semi-annual public meetings on Miami-Dade water issues

PRELIMINARY METHODOLOGY

The South Miami-Dade Issues Coordinator shall work with District project managers and Florida Power & Light to review and assess information, data, reports and findings to identify issues, conflicts and resource needs. This information shall be processed and shared with internal and external stakeholders. In situations where conflicts or resource issues/opportunities are identified that are mission critical, the Coordinator shall develop issue summaries recommendations for consideration and action by the Project Management Oversight Team. The resulting directions from the oversight team are implemented under the direction of the Coordinator via direction to the appropriate project manager.

BUSINESS AREA INVOLVED

1. Everglades Restoration and Capital projects
2. Regulatory and Public Affairs
3. Operations and Maintenance

FUNDING/COSTS/RESOURCES

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

Funding: TBD

Costs:

Tasks – External Services	FY10	FY11
FPL Monitoring Network	\$50,000	\$25,000
Litigation Support	\$50,000	\$50,000
Analysis Agricultural Drawdown Data	\$50,000	\$125,000
FPL Unit 6&7 final agency report	\$30,000	\$0
Public Access, Data/Web site	\$50,000	\$150,000
Model Development	\$50,000	\$250,000
Total	\$280,000	\$600,000

Resource Requirements:

Tasks – Internal Resources	FY10	FY11
FPL Monitoring Network	0.9	0.7
Litigation Support	0.5	0.5
Analysis Agricultural Drawdown Data	0.5	0.5
FPL Unit 6&7 final agency report	0.2	0.
Public Access, Data/Web site	0.8	0.8
Model Development	0.5	1.5
Total	2.9	4.0

ASSUMPTIONS

1. All identified resources will be available to meet project objectives and timelines
2. The resources identified as project team members will be made available at the time they are needed to execute the tasks

CONSTRAINTS

1. Evaluations conducted during FY 2010 will use existing models and evaluation tools. No density dependent models will be available
2. Availability of ad valorem funds

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

South Miami-Dade Coordination Flow Chart

