

One Cool Earth & Asset Development

IME 270 Project Management
PROJECT CHARTER

PURPOSE OF THE DOCUMENT:

The purpose of this document is to communicate the goals and details of the project as a starting place. It is intended that this document may be modified, adjusted or added to as the project progresses.

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IME 270

PROJECT CHARTER

Project Name: Cool Assets	Project Number: 001
Date:1/31/2013	Revision Number: N/A

1. PROJECT GOALS

With the construction of three school gardens, the students are learning assets that will help them develop into successful adults. The main focus is a Chumash structure called an Ap, which will also help teach students assets.

In addition, the project will help the SUSTAIN students transfer their classroom knowledge to real-life situations in the “learn by doing” manner.

2. DELIVERABLES

- We are focusing on working on the Flamson Middle School garden. It is basically a conversion of a barren lot into a garden that will include native plants, a stage, a swell, and a Chumash op.
- We will help assist in the construction of a tool shed, swales, benches and raised garden beds. This could mean researching, designing, and building.
- We will schedule the work load and record the work hours on a log to measure our progress and proof of our aid.
- We will incorporate the 40 developmental assets into the school garden experience by incorporating them into the education, via lectures and outdoor classes. Only a selected few that have been evaluated will be incorporated into the teaching experience. For example, the students will learn responsibility through their actions and caring for the gardens. Also, they will learn culture by exploring the Ap.

3. SCOPE DEFINITION

The project will include:

Enhancing school gardens at three schools in Paso Robles, CA (hopefully we will start in March).

Researching ops
Acquiring materials
Installing ops at each of the three schools
Integrating 40 Developmental Asset into the teachings about the op and gardens
Working with children to teach them some of the 40 Developmental Assets
Assisting with development of other garden features

The project will not include:

Maintenance of the school gardens after Spring quarter

4. PROJECT MILESTONES

Identify the significant project milestones, including invoicing dates to the client.

02/08/2013 Tree Planting at Liberty High School

02/15/2013 Project Review Meetings with community partner

March is when we will start building the gardens. It should be finished in June or July at the earliest.

03/08/2013 Ap Presentation for students at Liberty High School

06/15/2013 Completion of project

5. ASSUMPTIONS, CONSTRAINTS, DEPENDENCIES, & CONTEXT

Assumption: June or July will finish the gardens. There is actually no way of entailing when the project will actually be finished. Another assumption is transportation. We do not have a set transportation method.

Constraints: time and cost; We may run out of finances and we are limited to only two quarters, also the limited time within each quarter.

Dependencies: weather, everybody's availability and health, the availability of building materials for the op, and other volunteer's and the school's employees' contribution

Context: Flamson Middle School is within the greater construction timeline for that garden; the op won't be put up until we know it won't interfere with the other construction activities in the garden. Liberty High School and Georgia Brown School will have an op added to their existing garden and is not dependent on other construction activities, but maybe dependent on scheduled garden events and the

schools' schedule.

40 Developmental Assets believe in helping children and young adults to develop assets. It has been found that the more assets a person has, the more likely they will lead a healthy and successful life.

One Cool Earth believes in educating people about the environment and preserving the environment. They achieve this through educational programs, garden making, and native planting.

6. RELATED DOCUMENTS

Reference any related documents that were used to define scope and assumptions – e.g., RFQ, RFP, Sales Proposal, etc.

See PolyLearn for project documents and videos

<http://www.search-institute.org/developmental-assets/lists>

Grant Documents for One Cool Earth from the San Luis Obispo Community Foundation, Janssen Youth Fund Grant, US Fish and Wildlife School Yard Habitat Grant. There is also a the conceptual site planning for Flamson Middle School.

7. PROJECT ORGANIZATIONAL STRUCTURE

Identify the key stakeholders and team members by function, name and role.

Function	Name	Project Assignment
Volunteer	Bottomley, Chelsea R.	Labor
Volunteer	Kotow, Cynthia S.	Labor
Volunteer	Pimentel, Olivia Denise	Labor
Volunteer; Communication Liaison	Tran, Denise Minh	Labor
Enabler	Ellis, Greg	Supervisor
Enabler	Karen	Supervisor
Enabler	Sally	Supervisor

8. PROJECT AUTHORIZATION

Approved by: Liz Schlemer	Business Manager	Date
Approved by: Roger Burton	Project Manager	Date