

# **Project Charter**

## **Healthy Food Project**

**20000 68th Ave. W**

**Lynnwood, WA 98036**

**425.640.1459 | [www.edcc.edu](http://www.edcc.edu)**



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## **Scope Overview**

This project, to create a successful fresh organic salad bar by winter quarter 2016, fulfills the needs of students and faculty to have a healthy food option in the Edmonds Community College campus cafeteria. A self-contained moveable, 120 volt refrigerated entrée cart will be installed alongside the soup cart in the cafeteria. This entrée cart will provide plenty of room for different types of organic produce and dressing options, and includes an underneath convenient refrigerator for easy access to restocking salad bar items. An added financial benefit is that this unit is portable for leasing out to special events on campus. The delivery of this salad bar will include placement and initial hookup in the cafeteria and one additional refrigerator for salad bar overstock. Also included is training of employees on proper operation, shut down, and cleaning to meet warranty requirements and to maximize life of the salad bar cart. We are not hiring employees to run the salad bar cart, nor are we providing produce products used to fill the salad bar. All employees and produce products are the sole responsibility of Edmonds Community College cafeteria.

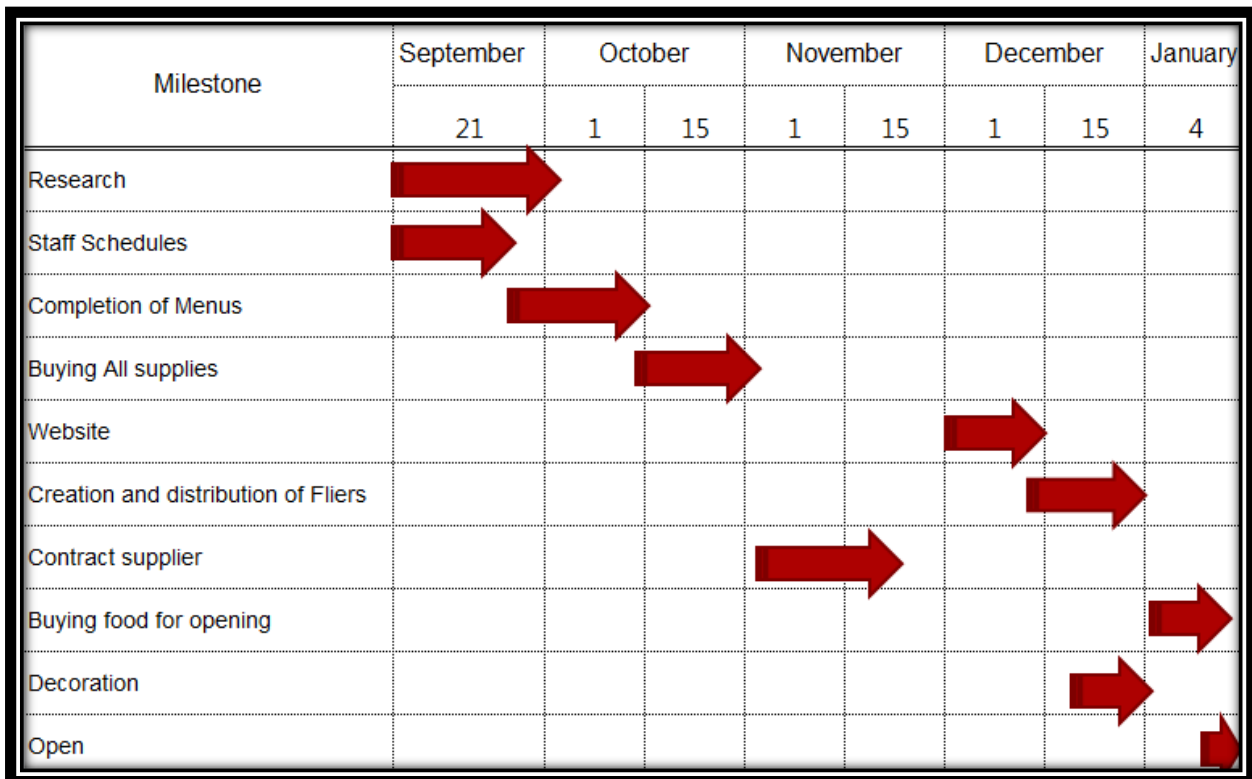
## **Business Case**

In 2015, researchers are finding more proof of the health benefits of eating chemical free fresh organic produce. Many students and staff at Edmonds College campus want an affordable, healthy option to the current cafeteria menu. As the vegetarian diet is becoming increasingly popular, a fresh organic salad bar fits that need on campus. This project will provide the opportunity for additional financial benefits and learning opportunities throughout Edmonds Community College and various programs on campus.

# Milestone Schedule

Project start date – 9/21/2015  
 Open Salad bar – 1/4/2016

Milestone	Start Date	End Date
Research	9/21/2015	9/28/2015
Staff Schedules	9/21/2015	9/23/2015
Completion of Menus	9/29/2015	10/09/2015
Buying All Supplies	10/13/2015	10/30/2015
Website	12/01/2015	12/11/2015
Creation and Distribution of Fliers	12/14/2015	12/31/2015
Contract Supplier	11/02/2015	11/20/2015
Buying Food for Opening	1/2/2016	1/3/2016
Decoration	12/21/2015	12/31/2015
Open		1/4/2016



## Success Criteria

- Verify salad bar addition implemented successfully
- Monitor restaurant demands and react accordingly
- Ensure that location and hours of operation align with highest student and faculty traffic
- Promote a favorable brand image
- Consistently provide quality food daily
- Provide exceptional customer service daily
- Maintain a clean and inviting cafeteria and dining area
- Solicit customer feedback and respond promptly
- Provide a customer experience worthy of Edmonds Community College

## Risks

Risk	Risk Level	Potential Solution
<b>Students are unaware of new salad bar in cafeteria</b>	Medium	Advertise new menu options around campus and promote benefit of healthy alternative
<b>Students dislike or do not use salad bar</b>	Medium	Survey students and faculty that frequent cafeteria to determine lack of interest or lack of use
<b>Theft or abuse of salad bar self-serve structure</b>	Low	Properly train staff to be aware of potential theft and overabundant servings
<b>Food Spoilage/Resource Waste</b>	High	Properly train staff on salad bar cart including the refrigerated storage compartments. Ensure management monitors supply and demand levels to ensure optimum product delivery schedule and daily prep levels

## **Assumptions**

- Cafeteria has the available space for the refrigerator needed for salad bar ingredients
- Cafeteria management will hire additional staff as needed to support salad bar
- Cafeteria management will modify inventory and product deliveries to include salad bar ingredients
- Cafeteria management will provide training as needed to support salad bar
- Cafeteria storefront has a floor drain which is required by the new salad bar cart

## **Constraints**

- Size of cafeteria prep/food storage area
- Size of cafeteria dining area may be insufficient if customer base increases
- Cafeteria electrical system supports only 120V

# Preliminary Cost/Budget Estimate

<b><u>New Cafeteria Equipment</u></b>		
<i>Salad Cart (Galley Line 9652A/MH/5053-04/8778/8778)</i>	\$9,961.56	
<i>Refrigerator (Maxx Cold MXCR-72FD)</i>	\$3,799.99	
<b>Total Equipment Cost</b>	<b>\$13,761.55</b>	<b>\$13,761.55</b>
<b><u>Bodine Construction Work</u></b>		
<i>Purchase/Procurement Equipment (40hr @ \$15/hr)</i>	\$600.00	
<i>Installation/Set-Up of Equipment (40hr @ \$15/hr)</i>	\$600.00	
<b>Total Construction Cost</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>
<b><u>EDCC Staff Training</u></b>		
<i>School Cafeteria Employee (8hr @ \$15/hr)</i>	\$120.00	
<i>School Cafeteria Manager (8hr @ \$20/hr)</i>	\$320.00	
<b>Total Training Cost</b>	<b>\$440.00</b>	<b>\$440.00</b>
<b><u>Project Team</u></b>		
<i>Bodine Construction Work (112hr @ \$30/hr)</i>	\$3,360.00	
<i>EDCC Staff Training (56hr @ \$30/hr)</i>	\$1,680.00	
<i>Closing Work/Benefits Measure (168hr @ \$30/hr)</i>	\$5,040.00	
<b>Total Project Team Cost</b>	<b>\$10,080.00</b>	<b>\$10,080.00</b>
<b>Total Preliminary Cost/Budget</b>		<b>\$25,481.55</b>

# Stakeholders and Requirements

<b>Owner/Dean</b>	Responsible for cost and income
<b>Cafeteria Staff/Management</b>	Implement new menu items and maintain equipment
<b>College Administration</b>	Accounting and data processing
<b>Customers</b>	Test the new food and service
<b>Supplier</b>	Quality and quantity of food
<b>Media</b>	Inform public about progress and change impacts

## Team Operating Principles

- We will work as a team with respect, trust, and consideration for each other.
- We will be open, direct, and honest about ideas from different perspectives, even when we may disagree with it.
- We will be able to reach an agreement by having a discussion with effective communication skills, especially when there is a gap between the viewpoints of each team member.
- We will share tasks and support one another to achieve successful project outcomes.
- When we conduct a meeting to report the progress of each task, we will never be afraid to disclose the response and ask for help.



## **Lessons learned**

- Communicating effectively to ensure that everyone understands the project goals and individual tasks assigned to each person
- Knowing what your potential project encompasses before you commit to it
- Being flexible and open to feedback when working as part of a team
- Knowing how to recognize a potentially successful project versus a potentially unsuccessful project
- Working together as a team towards the same goal guarantees unanimous focus and commitment

# Signatures and Commitments

The undersigned acknowledge they have reviewed the project charter and authorize and fund the Healthy Food project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

Carey Schroyer  
EDCC Dean of Instruction \_\_\_\_\_  
Signature Date

John Johnson  
Manager of Student Cafe \_\_\_\_\_  
Signature Date

Raine Bingaman  
Project member \_\_\_\_\_  
Signature Date

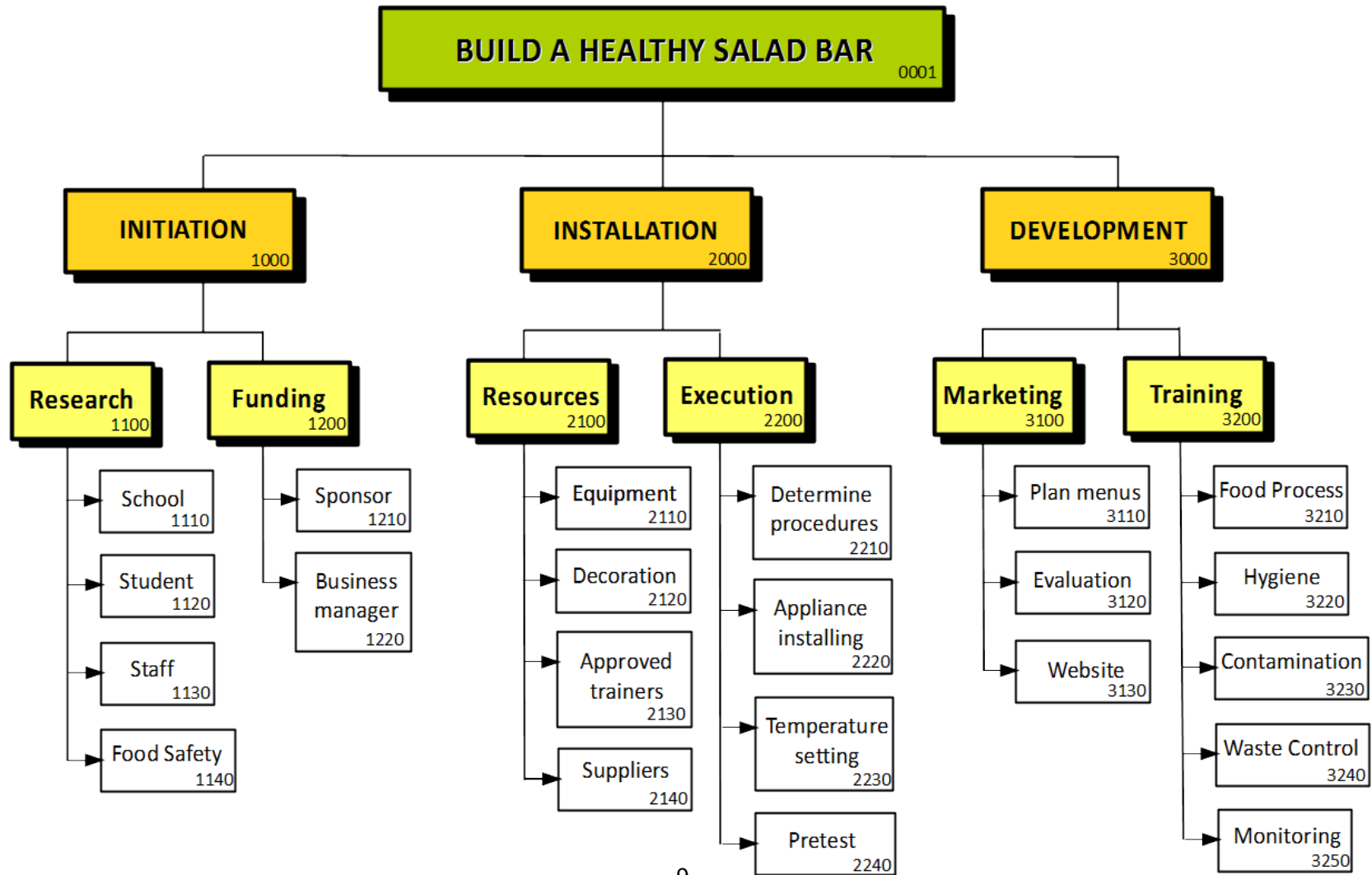
William Hurley  
Project member \_\_\_\_\_  
Signature Date

Kathy A Jerman  
Project member \_\_\_\_\_  
Signature Date

Sangjune Kim  
Project member \_\_\_\_\_  
Signature Date

Kyoung-A Koh  
Project member \_\_\_\_\_  
Signature Date

# Project Work Breakdown Structure (WBS)



# Project Network Diagram

