

Project Team: G4
Project Name: Fairfield Inn
Senior Sponsor: Jill Best

1. What is the business need this project is intended to address? To grow business in a new market
2. What are this project's business objectives/goals? To design a code-compliant system for plumbing, mechanical (HVAC) and electric for the hotel building that is delivered on time and within budget.
3. How will you measure success (e.g. ROI, reduced costs, process improvements, increased productivity, etc.)? A design that is compliant, on time and on budget
4. What metrics would you recommend? Approval after code review with the state. Bids from contractors demonstrate success with budget. Quality is measured throughout project in terms of other problems not occurring during construction.
5. How does this project align with the organization's strategic goals?
6. How would you define the sum of the products and/or services to be provided by the project? Design, drawings and specifications meet expectations of client
7. What would you purposefully exclude from the scope of this project? Not designing the building itself, the site, or structural design. Phase 2 -- construction administration is not to be included.
8. Are there boundaries or potential solutions that are not appropriate or cannot be considered? Anything outside of clients building standards or code compliance
9. Are there pre-set assumptions about the solution?
 - a. Are you open to different alternatives? Yes, with a discussion around cost impact.
 - b. Would you accept suggestions from the project team, or is this a top-driven solution? Yes.
10. How would you categorize the following constraints (Inflexible, Somewhat Flexible, or Flexible)?
 - a. Schedule: somewhat
 - b. Cost: somewhat
 - c. Business objectives: inflexible
 - d. Resources: inflexible
 - e. Other – code compliance: inflexible
11. Approval authority
 - a. Who will approve the documented scope? Sponsor/Key Stakeholders
 - b. Who has the authority to allocate resources required to complete this project (human resources, capital, etc.)? Project Manager
 - c. Who will approve changes in scope or business goals? Sponsor
12. What is the relative priority of this project (considering projects currently underway)? High priority

13. From your perspective, what could prevent project success? Change in deadline
14. Who are the people affected by the project work or the project outcome? Other building contractors, client
15. What business processes are most impacted by this project? Operations
 - a. Who owns those business processes? Hotel managers
16. How does the organization handle change?
17. How would you prefer the project team communicate with you throughout the project (team representative or as a group, email or phone, etc.)? Weekly meetings with client.
18. Is there anything else you would like to discuss about this project? Nothing at this time.