

## **Sample Project Charter – Internship for Spring of 20XX (OPIM4910)**

### **Student Name and Contact Information (Phone and E-Mail)**

#### **Project Purpose:**

The purpose of this recycling project is to completely rework the recycling station layout of the bottling plant in Denver, Colorado. The project is intended to increase recycling rates and revenue from recycling by educating the Company workforce on better recycling practices, creating new signage to be used in the facility, and by color-coding the receptacles throughout the facility.

#### **Project objectives (Key Performance Indicators):**

- Increase recycling rate to 95%,
- Measure costs associated with recycling,
- Payback period must be within 24 months,
- Apply at least three concepts learned in classes taken to complete the OPIM Certificate.

#### **Project Scope:**

The scope of this project includes:

- Recycling of cardboard, pallets and plastic wrap in Denver,
- Redesigning signage throughout the Denver plant,
- Color-coding of the receptacles throughout the Denver plant,
- Training plan for new and existing employees,

#### **Project Deliverables:**

- 1) Redesigned signs around the facility. This includes new signs for each of the recyclable materials at all receptacle locations throughout the facility.
- 2) Color-coding of the receptacles around the facility.
- 3) Cost analysis.
- 4) Training Plan (booklet including all materials required for training employees as per the training plan).
- 5) How concepts learned in OPIM certificate classes were used on this project.

## **Project Timeline:**

### **Week 1**

- Establish first meeting with company representative and faculty advisor
- Set up date to visit the facility
- Conduct research into recycling and training best practices

### **Week 2**

- Visit facility
- Take pictures of all recyclable material to use on signs
- Note locations of all receptacles located in the facility
- Develop outline of training plan

### **Week 3**

- Meet with faculty advisor
- Begin work on redesigning the signs with the new pictures and color coding schemes
- Perform cost analysis on receptacle redesign

### **Week 4**

- Present cost analysis to client for feedback

### **Week 5**

- Meet with faculty advisor
- Present draft signs and color coding to client for feedback

### **Week 6**

- Update signs and color coding with recommended changes

### **Week 7**

- Meet with faculty advisor
- Present training plan outline to client for feedback

### **Weeks 8 and 9**

- Implement redesigned signs and color coding throughout the facility

### **Week 10**

- Finish first draft of the training plan and present to client for feedback
- Meet with faculty advisor

### **Week 11**

- Spring break

### **Weeks 12 and 13**

- Finalize deliverables (review for consistency, completeness and writing quality)

### **Week 14**

- Submit final deliverables to client and faculty advisor