Project Charter

1.0 Project Identification

Name of Project:	Undertake a review of the classification of Parks, the service level for each and associated costs of operating and maintenance.
Sponsor: (Accountable)	Pam Coulter
Project Manager: (Responsible)	Eckhard Pastrick
Project Team Members: (Responsible or Consult)	Matthew Scheifele Jocelyn Wainwright
Approved Budget:	N/A

2.0 Business Need

Undertake a review of the existing classification of Parks, the service level for each and associated costs of operating and maintenance.

(planned for Q2 2024)

3.0 Project Objectives (Purpose)

Review current Parks classification system (as outlined in City Official Plan and Recreation, Parks and Facilities Master Plan)

Review the definitions and characteristics of each

Define a level of service for each park class including sportsfields

Understand operating costs for each service level and potentially develop a system to track costs.

4.0 Project Scope

Inventory of parks and sportsfields

Confirm definitions and characteristics of classes

Confirm or modify classification of the city's parks and sportsfields

Establish level of service for each class

Estimate cost of service levels

5.0 Stakeholders

Name	Consult or Inform
Parks staff	Consult
Service Review Committee and/or CSC	Consult

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Kick Off meeting	
2.	Current parks classification system (OP and Master Plan)	
3.	Confirm inventory and size of parks and sportsfields	
4.	Inventory characteristics of parks and sportsfields	
5.	Confirm or recommend changes to classification	
6.	Establish a service level for each class including features within a class (eg. Playground)	
7.	Establish costs for operating and maintenance of parks – and a way to track going forward	
8.	Wrap up	

7.0 Risks

Severity	Description	Mitigation Tactic
Medium	Staff resource constraints	Staff time and knowledge of current parks with new Manager
Medium	Lack of data for smaller parks to track historic costs	Can plan for data collection on a go forward

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

1. Updated parks classification according to system
2. Established service level for each standard
3. Method for data collection going forward