

## Project Charter

### Project Information

|            |                     |                  |                  |
|------------|---------------------|------------------|------------------|
| Project #: | 2025-2420           | Project Manager: | Stephanie Rausch |
| Project:   | Clubhouse Pie Works | Project Sponsor: | Dodger Blue      |

### Proposed Project Summary

#### Project

What is the project that is being proposed?

Client would like us to build an outdoor, free-standing brick pizza oven that will serve as the focal point of his outdoor fan cave entertainment space.

#### Objective

What will the project produce? What will be the tangible result of the project?

This project will produce a fully functional and self-contained outdoor brick pizza oven.

#### Outcome

What value will the project deliver? Why is it important for the organization to do?

The project will deliver a handcrafted brick pizza oven that proudly represents our business and the quality product we're known for. Through the project, we'll get to display our expertise by incorporating custom team logo bricks that endear the customer, elevate the build experience and final product.

#### Related Strategy

How does the project support the strategy of the organization? How does it align and contribute?

This pizza oven project is a customer favorite, and each opportunity allows us to explore improvements and new designs as customers become more discerning in their choices. Adding this project to line-up will bolster our build portfolio and it aligns with our mission to create unique outdoor entertainment and culinary spaces.

### Proposed Project Details

#### Project Details

What will the project accomplish? Provide an explanation of the purpose and intention of the project?

In this project we will construct an outdoor brick pizza oven for the customer to craft and bake homemade pizzas in his back yard. We intend to use our expertise, to build the fully functional pizza oven that will feature the following build elements, listed in order of bottom to top:

- Concreate pad base, separate from customers existing concrete patio pad
- Open faced, concrete block base, to allow for the wood fires, and will be finished with stone veneer to mask the concrete block.
- Capstone, base of the pizza oven, that will house the fire brick base for the fire arch
- Fire Arch, fire brick arch
- Dome, the final step that encloses the back of the fire arch, and is finished with a brick veneer.

### Measures of Success

What are the measures of success of the project? How will it be determined that the project was a success?

We will measure the success of this project against an established list of criteria, with input from the client. The project will be determined a success if it meets the following:

- Timely completion – the customer has allowed for a small adjustment to the timeline of no more than one week.
- Budget – the project cannot exceed the established budget by more than 10%.
- Quality of work – this represents both quality of the working relationship with the customer and high-quality craftsmanship of the brick pizza oven
- Customer Satisfaction - may be influenced by adherence to the other measures of success and ultimately means the customer is highly satisfied with the experience and the final product.

### Constraints

What are the boundaries placed on the project? What limitations or requirements need to be adhered to?

The pizza oven is the final installation that will complete the customer's outdoor fan cave. He is intending to be ready to entertain by Opening Day of the 2026 MLB season.

Key constraints for this project are defined as:

- Site availability: Monday through Friday from 8:00 am to 4:00 pm. Absolutely no work before or after these hours or weekends.
- Required materials: Procure logo etched bricks to incorporate into the base and flue veneers.
- Build deadline: Project must be completed and ready to operate by MLB Opening Day 2026.

### Operational Impacts

How will doing the project impact the organization? What will be the change in how the organization operates as a result?

If approved, the project may impact the organizations usual operations in the following ways:

- Construction schedules and resources may be impacted by site availability.
- On-site service administration model impacts – allocate resources for a larger percentage of time to ensure daily milestones and site availability constraints are met.

### Expected Schedule

Provide a high-level overview of the expected schedule for the project, assuming it is approved. What would the optimal start and completion dates look like?

| Activity / Deliverable | Start Date | End Date |
|------------------------|------------|----------|
|------------------------|------------|----------|

## Project Charter

Project: Clubhouse Pie Works

|                                              |                |                |
|----------------------------------------------|----------------|----------------|
| Site preparation and foundation work         | March 2, 2026  | March 3, 2026  |
| Base construction                            | March 4, 2026  | March 5, 2026  |
| Capstone installation and oven hearth        | March 9, 2026  | March 10, 2026 |
| Fire arch construction and dome insulation   | March 10, 2026 | March 11, 2026 |
| Dome and flue brick veneer                   | March 11, 2026 | March 12, 2026 |
| Final base stone veneer and project closeout | March 12, 2026 | March 13, 2026 |

## Expected Effort

Provide a high-level overview of the expected effort of the project. These should be order-of-magnitude estimates of the effort that is expected to be required to successfully complete the project.

| Resources                | Expected Effort (total man hours) |
|--------------------------|-----------------------------------|
| Supervisory Worker (1)   | 18 hours                          |
| Skilled Mason Worker (1) | 13 hours                          |
| General Laborers (2)     | 25 hours                          |

## Expected Costs

Provide a high-level overview of the expected effort of the project. These should be order-of-magnitude estimates of the effort that is expected to be required to successfully complete the project.

| Expense Category                                         | Expected Cost |
|----------------------------------------------------------|---------------|
| Materials (concrete, fire bricks, mortar, etc.)          | \$2500.00     |
| Labor (specialists, general workers)                     | \$3000.00     |
| Equipment rentals or purchases (wheelbarrow, saw, tools) | \$1000.00     |

## Approval

| Project Sponsor | Approval Signature | Date Signed |
|-----------------|--------------------|-------------|
| Dodger Blue     |                    |             |