

**Facilities Management and Operations Center
Maintenance Engineering Department**

**Maintenance Processes and Maximo 6.0 Upgrade
Project Charter
06-MEA-PC-04
April 27, 2006**

Project Title:

Maintenance Processes and Maximo 6.0 Upgrade Project

Project Scope:

This project will establish and execute a formal plan for the upgrade of Maximo to version 6.0. This will include planning, cost justifying, and facilitating management approval for maintenance process changes to utilize the flexibility of this new version of Maximo 6.0.

Project Description:

This project will develop a project management plan to direct the implementation of the Maximo 6.0 upgrade for Facilities Management & Operations Center at SNL-NM. Some of the aspects of Maximo 6.0 that will be explored by the team are as follows:

- MXES Mobile Solutions
- Tracking and trending of performance measures and reports (Actuate)
- Preventive maintenance improvements
- Work flow process improvements
- Integration with other FMOC processes
- Failure classifications
- Implementation schedule & integration effects of other groups' utilization of the software

Project Manager Assigned and Authority Level:

Shelley Whitener, Department 10864, is the Project Manager assigned to this project. The Project Manager will coordinate all efforts described above. The Project Manager will work with managers to select team members for the development of the Project Management Plan and implementation schedule. The team shall include, but not be limited to, representatives from the following departments:

- Maintenance Engineering, including Planning (10864)
- Facilities Maintenance (10840)
- Facilities Technical Support (10761)
- Service Contracts (10825)

The Project Manager is responsible for delivering a project which meets the stated goals and objectives.

To accomplish the assigned task, the Project Manager will require cooperation and support from the participating and affected managers. The team members must be given time to attend the project meetings and perform assigned tasks.

Objectives:

1. Formation of the project management team
2. Evaluate work processes against Maximo 6.0 capabilities
3. Develop the project management plan to include a list of project objectives
4. Develop business case(s) for the maintenance process changes which have significant financial or staff impact. The business cases will provide the vehicle for FMOC management approval of these changes.

5. Establish and maintain the detailed implementation schedule for the roll out of Maximo 6.0 and approved maintenance process changes in conjunction with Org. 10761
6. Execute the plan
7. Establish this project as the primary integrator between FMOC and the Facilities Technical Support Systems Department for the Maximo 6.0 software upgrade.

Business Case:

Maintenance Engineering is leading the effort to focus our processes and activities on proactive maintenance and reliability to achieve improvements in efficiency and effectiveness. A structured project management approach is essential in order to fully utilize the features and tools available in Maximo 6.0, and to ensure that appropriate steps are taken to integrate the CMMS functions into the overall maintenance and reliability goals and objectives. A cross-functional project management team will ensure input from various user and support perspectives, as well as assist in clear communication to affected organizations.

Assumptions:

The Maximo 6.0 upgrade is expected to be available from MRO in the fall of 2006.

Project Deliverables:

The deliverables will include:

- Project management plan with team member assignments and objectives
- Business case(s) and justification for significant changes
- Detailed implementation schedule (Gantt Chart)
- Training plan

Estimated Project Costs (excluding labor):

Business case(s) will be presented for the aspects of implementation that have significant financial and/or staffing impacts associated with them.

Approvals:

Ed Williams
Manager, Maintenance Engineering 10864

Lynnwood Dukes
Sr. Manager, Facilities Engineering & Management 10860