

Solar Project Office Scope Statement

Start Date: 9/1/2010	End Date: 2/1/2011
1. Project Scope Description The Project Office of 13 people is estimated to consume roughly 8650 kWh of electricity each month. Each year electricity costs have gone up. Four years ago this electricity cost roughly \$1300 per month. In 2010 costs are now averaging \$2165 per month. Company management has decided to take action and purchase a solar panel system for the south facing roof of the Project Office building, both as a potential cost-saving study for other facilities and for public relations.	
2. Project Acceptance Criteria <ul style="list-style-type: none">• SolarWorks has successfully installed multiple large commercial solar power systems, along with residential systems. All of these systems passed their city and utility inspections, and these systems' quality is highly recognized by customers. Installed solar power system meets 2600kWh/month power production goal and be grid tied.• All eligible rebates, CSI incentives and Federal grants are awarded as planned.• Monthly goal of \$650/month electricity savings is met.• All eligible warranties and guarantees are authorized and received.	
3. Project Deliverables: <ul style="list-style-type: none">• Project charter, scope, WBS, schedule, budget, and status.• A contract agreed between Project Office corporate office and the installer.• Licensed site-preparation, purchase and installation contractor(s).• City permit for installing solar panel system.• Solar panel power system with the capacity of generating 2600 kW/month• All application forms and supporting documents for incentives and rebates.	
4. Project Exclusions: <ul style="list-style-type: none">• Installation of other energy-saving devices/structures, such as double-paned windows, insulation, weather-stripping, energy-efficient HVAC, etc.• Roof repairs not related to solar installation.• Replacement of rain gutters• Improved landscaping• Rewiring interior/exterior	
5. Project Constraints: <ul style="list-style-type: none">• Lack of upgraded transmission lines to connect proposed solar power plants to the grid. Very costly.• World-wide solar panel shortage may affect availability.• Limited number of certified installers limits availability.	

6. Project Assumptions:

- Installed solar system will qualify for all rebates, CSI incentives and tax credits.
- SDG&E will permit the solar system.
- There is enough sunshine in San Diego to power a solar system.
- The solar system will supply enough power to lower energy bill by the goal amount.
- Roof is large enough to support a sufficiently-sized solar system.
- Roof is a high quality roof and does not need to be repaired.
- The system will be cost effective:
 - A minimum 25 year manufacturer’s warranty shall be available on the solar panels.
 - A minimum 10 year manufacturer’s warranty shall be available on the DC-AC power inverters.
 - A one year warranty shall be available on the installation.

Signatures	Role or Title	Date
_____ <Name>	Project Sponsor	
Bill Bloom _____ <Name>	Project Manager	
_____ <Name>	Contractor	
_____ <Name>		