**Green Project Management EnVex 4.1**



**“Understanding the Problem”**



**MEMORANDUM**

**TO:** Project Management Officer

**FROM:** Managing Director

**RE:** Code Enforcement

Note to all PMO Staff,

After the Tuesday Town Council meeting it was decided that it is essential due to the increased number of abandoned properties in the city limits that the project to develop an enforcement agency that focuses on the hazards posed by this increase be developed and given the green light.

Can you identify a suitable project team composed of town council, constituents, and the Justice and Law Committee Please inform them that the board requires a full project brief by Friday. I know that this is short notice but time is of the essence.

The brief is to explain the justification behind the project, its initial success criteria, what benefits will be gained through successful delivery of the project, the deliverables and the project’s high level risks.

The original paperwork on the suggested project is attached below.

Regards,

MD

**Introduction**

Increased Property Abandonment has been identified as a persistent problem for a community West of Detroit. A number of local community groups, backed by State and local officials have requested that the problem be addressed by the town council.

A variety of local code and ordinance violations have been cited local residents as a significant problem for the community including squatting, weeds, pests, unsafe buildings, graffiti, and hazardous materials. This results in many residents living in fear and feeling unable to tackle the problem themselves.

A potential solution to the problem has been identified by the town council that has visited groups in other areas to see how they deal with similar problems. The proposal is for the introduction of a Code enforcement division of law enforcement.

A team of 10 code officers and 5 administrators will be hired and will report to a single director who will be appointed by the Police Chief.

The officers will have a number of roles, including:

* Inspecting reported incidents
* Work with neighbourhood associations as liaisons.
* Present evidence in court when a property has failed a third inspection or when a home has been abandoned for longer than 6 months.
* Work with the parks department to cut overgrown grass and assess fees.
* Informing residents about city council initiatives
* Monitor potential problem areas
* Becoming actively involved with community activities and events

Carry out the activities requested in the Memorandum working together in your teams. Produce the relevant project documents and use any supporting material you need to fulfil the task.

You have 90 minutes to deliver the requirements and then 30 minutes to present and hold Q&A.