

PROJECT INITIATION DOCUMENT

Project Name:	XX Holdings Solar Power Installation Project
Prepared by:	Leanne Phillips
Date:	2-10-21
Project Justification:	The school has a very large electricity bill that they want to bring under control. As they aren't a boarding school, their electricity usage matches solar production very well in that most of their usage is in the day time, rather than at night.
Product Description:	Installation of a 100kW solar power system consisting of 280 solar panels & 2 x 50kW inverters.
Project Deliverables/Outcomes: A list of the summary-level sub products whose full and satisfactory delivery marks completion of the project.	100kW grid-connected zero-export solar power system; Switchboard upgrade to accommodate solar breakers; Internet connection for inverter monitoring
Benefits to sponsor	Reduced electricity costs and hence operating costs. Reputational enhancements from "being seen to be green"
Known Exclusions	Ergon fees and charges for application and meter changeover.
Project Objectives: The quantifiable criteria that must be met for the project to be considered successful. Project objectives must include at least cost, schedule, and quality measures.	Installation completed by 31 December 2021. Project completed on budget with no extras or variations. No re-work or rectification required or deemed necessary by inspector at commissioning. Ergon putting new meters on without any request for extra work.
Cost Objectives (quantify)	Reduce owners electricity bill by \$21900 per year (assuming no change in consumption amount or habits).
Schedule Objectives (start and stop dates)	Start 1 December 2021 Panels installed by 10 December 2021 Switchboard upgrade carried out by 13 December 2021 System commissioned by 15 December 2021 REPE engineer tests done by 20 December 2021
Quality Measures (criteria that will determine acceptability)	Cabling compliant with AS3000 (assessed by inspection & photos); Inverter compliant with AS41777 (assessed by inspection & photos);

	Panels installed to comply with panel manufacturer's instructions (assessed by inspection & photos); Panels lining up straight (assessed by measuring & photos using drone);
Primary risks that should be taken into account:	Electrocution. Falling from Heights. Manual handling injuries. Heat stress.
Other Objectives	Minimise interruption to students by having the work completed during the school holidays. Zero incidents or accidents.
Approval	Finance Officer at XX Electrical Sensations Director Nigel Phillips