

VORTEX GRID SYSTEMS INC.

Project Charter: Meridian Evidence Exchange

Document control Value	
Record ID	FR-004
Project reference	MEE-26
Sponsor	Chief Operations Officer
Project manager	Riley Okafor, Program Delivery
Charter date	2026-05-03
Planned completion	2026-11-30
Revision	1.0 approved charter

1. Project purpose

Meridian Evidence Exchange is an internal operating project that supports the Meridian Service Reliability Program. Its purpose is to make service-change and incident records easier to assemble, compare, and review across engineering, field services, customer operations, finance, and legal. The project will define common record templates, a review cadence, and a cross-region handoff practice. It will not replace the company’s existing customer platforms or authorize a new product offering.

The project addresses a practical coordination issue. A scheduled change can be described in a calendar event, a field handoff, a technical deployment note, and a customer message. Each document may be useful, yet each may use a different local time, role name, or level of certainty. MEE-26 will establish a shared way to connect those records while preserving the author and context of each. It must not rewrite source records to make them appear consistent.

2. Scope and deliverables

The project has five deliverables. Deliverable one is a service-event chronology template that distinguishes observation, assessment, decision, action, and correction. Deliverable two is a cross-region event template requiring UTC, local timezone, organizer, attendee status, and cancellation or recurrence details. Deliverable three is a supplier-identity guide requiring legal name, vendor identifier, trading name, and purchase reference. Deliverable four is a customer-update checklist requiring a

clear label for preliminary or confirmed statements. Deliverable five is a review packet structure that identifies the source record for each material conclusion.

The project does not decide the technical root cause of any historical incident. It does not merge separate suppliers because their product descriptions overlap. It does not alter employee records or substitute a project role for a directory identity. The project may identify gaps in a record, but a gap is not permission to invent a missing fact. Existing records remain authoritative for their own statements until a competent owner issues a separate correction or retraction.

3. Work plan and time coordination

Work begins on 2026-05-10 with a discovery workshop. The workshop will be held at 16:00 UTC, which corresponds to 09:00 Pacific time and 17:00 British Summer Time on that date. The project manager will publish calendar invitations with the UTC time as the controlling reference. A participant's local calendar rendering may vary, but any change request must cite the UTC event time and the meeting reference. Recurring meetings will state their recurrence rule and the timezone in which the recurrence is maintained.

The template design phase runs from 2026-05-17 through 2026-06-28. Pilot use in one engineering and one field-service workflow runs from 2026-07-06 through 2026-08-28. The supplier and customer-communication review runs in parallel from 2026-07-20 through 2026-09-11. The project manager presents a combined readiness assessment on 2026-09-25. The final rollout recommendation is due 2026-10-30, followed by records, training, and closure activities through 2026-11-30.

If a meeting is cancelled, the organizer must issue a cancellation through the calendar system and identify whether decisions are deferred, moved to a replacement meeting, or delegated. A chat message may explain the reason for a change but cannot silently supersede the calendar record. This control prevents a participant from mistaking an obsolete invitation for an active operating commitment.

4. Roles and decision rights

Riley Okafor coordinates schedule, risks, and status reporting. The Engineering Lead approves technical template fields. The Field Services Lead approves handoff and site record fields. The Customer Operations Lead approves customer-update checklist fields.

The Finance Controls Lead approves supplier and invoice identity fields. Legal reviews formal correction and retraction language. Each approval must list the approver's directory identity as well as the role because a shared title, abbreviated signature, or familiar display name can be ambiguous in a multi-team record.

The project manager may resolve formatting disagreements and meeting logistics. The sponsor resolves conflicts over scope, budget, or delivery priority. A technical disagreement remains attributed to its technical authors unless a designated decision owner approves a conclusion. The project status report may show both viewpoints and the evidence each cites. A status color or aggregate completion percentage must not hide an unresolved decision or imply that a disputed statement has become fact.

5. Risks, dependencies, and measurements

The principal risk is that teams will treat a common template as a request to flatten the differences between operational records. To mitigate that risk, pilots will test whether a field observation, an engineering assessment, and a customer statement can be shown together without losing their distinct source and time. A second risk is that timezone conversion will be performed informally. To mitigate it, every pilot event will include UTC and a named local timezone. A third risk is supplier confusion when short names overlap. The supplier guide will require legal identity and vendor ID in the record itself.

Success is measured by completed deliverables, attributable review records, and the ability of a pilot team to trace an approved customer update back to its relevant operational and technical sources. Success is not measured by forcing every issue into a single explanation. If a pilot reveals that evidence is incomplete, the project will record the limitation and recommend the next responsible owner.

6. Closure

At closure, the project manager will issue a completion record listing delivered templates, deferred items, participants, and outstanding risks. The record will retain the constituent workstreams rather than describing the project only as one aggregate result. The sponsor may approve follow-on work, but that work requires its own charter and does not retroactively change MEE-26's scope or completion date.