Project Charter

&

Scope of work

Skop es

Art

Lane number 6 # 321 industrial Area -Mohali

Mohali, Punjab, ujy

02 October 2014

Neeraj Attri

Table of Contents

1. Executive summary

The projects contribution to our organisations mission

sdsd

The projects contribution to our organisations current goals

dsd

Return on Investment

During the process of project scoping we have estimated the target yearly return on investment (ROI). For each feature and function we have estimated the time and cost savings.

The total ROI assumes a successful project, it is: **$ 2439**

Project Scope

The full project scope contains functional areas and features within each of these functional areas. Each of the features can present operational improvements (captured in ROI), or benefits to stakeholders. A breakdown of these features and functions is provided below , this table provides a summary.

Number of functional areas	4
Number of features to be implemented	98
Number of expected stakeholder benefits or improvements	1
Number of cost saving features	7
Estimated yearly cost savings (ROI)	$ 2439

Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **9**.

The project will also require the involvement of the following team members:

a
a
afgrh
tr

Timeline & milestones

The project duration is expected to be **23** days.

- The intended start date is: **01 September 2014**

- The target completion date is: **24 September 2014**

2. Project objectives and benefits

Introduction

This section presents the motivations for the project. These include project our objectives, how these fit with our organisational strategy and other benefits.

Our mission

To attain top position

Our goals

r

The projects contribution to our organisations mission

sdsd

The projects contribution to our organisations current goals

dsd

3. Return on investment

This section presents the estimated return on investment (ROI) that can be achieved from a successful project implementation.

The section totals the ROI by the functional area, supporting details of ROI at the feature level is provided below.

Functional area	Features in area	Total yearly savings (ROI)
Membership Application	5	$ 269
Member Services/benefits	1	$ 1625
Event Administration	1	$ 465
Continuing Professional Development	1	$ 80

4. Roles, Responsibilities and Effort

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with the anticipated level of effort and their roles and responsibilities.

Team member	Responsibility / contribution	Estimate effort
a	p	1
a	g	7
afgrh	gl	7
tr	glgl	7

5. Process and timelines

We are expecting the project to be delivered during the following period; the project is broken into key milestones shown below.

Timeline & milestones

The project duration is expected to be **23** days.

- The intended start date is: **01 September 2014**

- The target completion date is: **24 September 2014**

The project will include key milestones, these will help us monitor and keep the project on time and budget. The milestones are not finalised, but are likely to include:

Milestone No.	Milestone name	Date
1	Project Commencement	01 September 2014
2	df	10 September 2014
3	fd	09 September 2014
4	de	02 September 2014
5	sdd	23 September 2014
6	dfdf	17 September 2014
7	fdfd	17 September 2014
8	fdfsf	17 September 2014
9	fd	17 September 2014
10	fdf	17 September 2014
11	df	17 September 2014
12	Project Completion	24 September 2014

6. Supplier evaluation criteria

We will be selecting a supplier based on the following criteria in the priority order shown.

Evaluation criteria	Weight
Locations and logistics	10
Warrantees (products & services)	10
Company history and stability	10
References (track record)	10
Strength of project process	10
Team (technical & relationship)	10
Organisational fit	10
Match to functional requirements	10
Value for money	10
Referees (your current clients)	10

These criteria will be published to all suppliers intending to be involved in the RFQ process.

7. Scope: Features and functions

Functional areas : Priority score, ROI & Benefits

Each of the functional areas may provide a return on investment (through operational efficiency), and/or a benefits (e.g. a service improvement) to stakeholders. These are presented here by functional area; supporting detail at the feature level is provided below.

Membership Application	
Description Automation of membership processes, and providing the ability for members to self serve, can represent a significant saving (operational efficiency) to your organisation at the same time as providing improved (self) service. Online membership application and membership processing can also encourage quicker renewals and an increase the overall number of renewals and new member applications. A list of functional line items relating to Membership Application are provided below for you to include or exclude. Key Membership Application features are: - Individuals / corporations can apply for membership via the public website - Members can choose applicable options and levels - Communications and payments are handeled by the system	**Number of features** 5 **ROI** $269/YR **Priority** 0 mandatory, 0 important, 5 nice to have, **Benefit to:** s
Notes:	

Member Services/benefits	
Description Providing the ability for members to self serve, can represent significant savings	**Number of features** 1 **ROI**

to your organisation as well as an improved service. It can also encourage quicker renewals and processing and an increased number of renewals and new members. Being able to cost effectively provide members with additional online services and membership benefits and being able to provide different levels of services to different membership levels can increase the attractiveness of your offerings, enable you to upsell your memberships and encourage members to continue to maintain their membership. Key features include: - Members can update there own details at any time - Different levels of memberships can have access to different information/services - Non-members (contacts or lapsed members) can also update details	$1625/YR **Priority** 0 mandatory, 0 important, 1 nice to have, **Benefit to:**

Notes:	

Event Administration	
Description The 'back-office' activities required when running an event can be extensive and time consuming. Many however can be automated to some extent, which represents a significant saving of time and money. Key features include: - Seating allocation can be done automatically but with manual override as required - Name tags can be automatically generated for event - Follow up emails can be sent to both	**Number of features** 1 **ROI** $465/YR **Priority** 0 mandatory, 1 important, 0 nice to have, **Benefit to:**

attendees and non-attendees after event	
Notes:	

Continuing Professional Development	
Description Many Associations focus on assisting in improve industry standards by providing, monitoring and rewarding members for undertaking ongoing professional development activities. The steps and actions required to be taken by members in this process vary between industries, but many are based on points systems that require tracking. A list of functional line items are provided below for you to include or exclude and to provide a ranking of importance for your project. Key features include: - CPD goals and points can be set-up flexibility in the system - Members can be prevented from renewing their membership if CPD goal(s) have not been met - Members can track and manage their own CPD record e.g. to add external activities that qualify for CPD recognition	**Number of features** 1 **ROI** $80/YR **Priority** 0 mandatory, 0 important, 1 nice to have, **Benefit to:**
Notes: jhmjmium	

ROI & Benefits by feature

Each functional area is made up of a number of common and related features, each has been rated by importance and has an associated ROI estimate. Below is provided the feature list grouped into their functional areas.

Members can elect to include optional extras to their application e.g. sign up for Special Interest Groups	
Notes:	**Priority** Nice to have **ROI** $0/YR **Benefit to:** s

Where appropriate fees can be paid via the website	
Notes:	**Priority** Nice to have **ROI** $45/YR **Benefit to:** s

Corporations can apply for membership and nominate employees to receive membership benefits	
Notes:	**Priority** Nice to have **ROI** $80/YR **Benefit to:**

	s

A range of membership types are supported	
Notes:	**Priority**
	Nice to have
	ROI
	$80/YR
	Benefit to:
	s

Automated communications to applicant through application workflow are supported -e.g. application acknowledge, application approval	
Notes:	**Priority**
	Nice to have
	ROI
	$64/YR
	Benefit to:
	s

Member Services/benefits

Non-members (contacts or lapsed members) can also update details	
Notes:	**Priority**
	Nice to have

	ROI
	$1625/YR
	Benefit to:

Event Administration

The details to be captured for an event can be configured and presented to the end user in a consistent layout

Notes:	**Priority**
The details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a	Important
	ROI
	$465/YR
	Benefit to:

consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be
captured for an event can be configured
and presented to the end user in a
consistent layoutThe details to be

captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured

and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layout	

Continuing Professional Development

Where event attendance attracts PD points, points are awarded automatically when attendance is confirmed	
Notes:	**Priority** Nice to have **ROI** $80/YR **Benefit to:**