Project Charter

&

Scope of work

iulo

sdsf

sadf

sadf, sadf, asfd

07 April 2015

Neeraj Attri

Table of Contents

1. Executive summary

The projects contribution to our organisations mission

oi

The projects contribution to our organisations current goals

ioi

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: **$ 4325**

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	1
Number of features to be implemented	93
Number of expected stakeholder benefits or improvements	1
Number of cost saving features	1
Estimated yearly cost savings (ROI)	$ 4325

Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **7**.

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

op
o

Timeline & milestones

The project duration is expected to be **21** days.

- The intended start date is: **09 April 2015**

- The target completion date is: **30 April 2015**

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

o

Our goals

o

The projects contribution to our organisations mission

oi

The projects contribution to our organisations current goals

ioi

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)
Contact Database	1	$ 4325

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
op	t456	6
o	6	6

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 **21** days.

- The intended start date is: **09 April 2015**

- The target completion date is: **30 April 2015**

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	09 April 2015
2	Supplier engaged	24 April 2015
3	Project Completion	30 April 2015

6. Risks and Risk Management

This project is a significant undertaking and may involve some risk. We are therefore following a risk management program to highlight these risks, mitigate and plan for issues that may arise.

i

Person responsible	Risk type	
i	legal	
Likelihood of occurrence	Significance of impact	Monitoring cycle
low	critical	0
Risk description		
ii		
Mitigating actions		
frf		
Procedure for addressing occurrence		
rfrf		

7. Supplier evaluation criteria

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

Evaluation criteria	Weight
Match to functional requirements	25
Value for money	10
Organisational fit	5
Team (technical & relationship)	10
Strength of project process	10
References (track record)	10
Referees (your current clients)	10
Locations and logistics	5
Warrantees (products & services)	10
Company history and stability	5

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

8. 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.

Contact Database	
Description In almost all membership system builds, whether on or off line, the contact database is a central feature. It is mandatory to the implementation of a working membership system. Your contact database records information on all of your constituency, independent of their relationship to your organisation. These attributes (for example, subscriber, current member, committee member) all refer back to the central contact database. 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. Contact database features include: - Adding new contact details - Managing and editing contacts and status - Manage access and user permissions	**Number of features** 1 **ROI** $4325/YR **Priority** 1 mandatory, 0 important, 0 nice to have, **Benefit to:**
Notes:	

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.

Contact Database

Contact Database can include both member and non-member details	
Notes: ji	**Priority** Mandatory **ROI** $4325/YR **Benefit to:**