

# Project Charter & Scope of work

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## 1. Executive summary

The projects contribution to our organisations mission

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The projects contribution to our organisations current goals

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### 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: **0**

### 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	0
Number of features to be implemented	135
Number of expected stakeholder benefits or improvements	6
Number of cost saving features	\$ROI_Fe_Count\$
Estimated yearly cost savings (ROI)	0

### Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **50**.

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

- Vivek M
- neeraj

### Timeline & milestones

The project duration is expected to be **24** days.

Commercial in confidence

Project introduction document  
26 August 2014

[Produced by Skopes](#)

- The intended start date is: **05 August 2014**
- The target completion date is: **29 August 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 get profit

### Our goals

Leadership

### The projects contribution to our organisations mission

sds

### The projects contribution to our organisations current goals

sd

### 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)
\$FA1_title\$	\$ FA1_FE_Count\$	\$FA1_total_ROI\$
\$FA2_title \$	\$ FA2_FE_Count\$	\$FA2_total_ROI\$
....		
\$FAN_title \$	\$ FAN_FE_Count\$	\$FAN_total_ROI\$

## 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	Role / title	Responsibility / contribution	Estimate effort
Vivek M	wq	wq	\$T_Lead_Effort\$
neeraj	q	q	\$T_Lead_Effort\$

## 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 **24** days.

- The intended start date is: **05 August 2014**
- The target completion date is: **29 August 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 #	Milestone name	Date
1	Project Commencement	05 August 2014
2	Project Completion	29 August 2014

## 6. Supplier evaluation criteria

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

Evaluation criteria	Weight
\$Eval_P1_name\$	\$Eval_P1_Weight\$
\$Eval_P2_name\$	\$Eval_P2_Weight\$
\$Eval_P3_name\$	\$Eval_P3_Weight\$
\$Eval_P4_name\$	\$Eval_P4_Weight\$
\$Eval_P5_name\$	\$Eval_P5_Weight\$
\$Eval_P6_name\$	\$Eval_P6_Weight\$
\$Eval_P7_name\$	\$Eval_P7_Weight\$
\$Eval_P8_name\$	\$Eval_P8_Weight\$
\$Eval_P9_name\$	\$Eval_P9_Weight\$
\$Eval_P10_name\$	\$Eval_P10_Weight\$

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](#).

<a href="#">\$FA1_title\$</a>	
<b>Description</b> \$FA1_desc\$	<b>Number of features</b> \$FA1_FE_Count\$ <b>ROI</b> \$FA1_ROI_Sum\$ <b>Priority</b> \$FA1_Priority\$
<b>Notes:</b> \$FA1_notes\$	<b>Benefit to:</b> \$FA1_St1\$ \$FA1_St2\$ .... \$FA1_StN\$

<a href="#">\$FA2_title\$</a>	
\$FA2_desc\$	<b>Number of features</b> \$FA2_FE_Count\$ <b>ROI</b> \$FA2_ROI_Sum\$ <b>Priority</b> \$FA2_Priority\$
<b>Notes:</b> \$FA1_notes\$	<b>Benefit to:</b> \$FA2_St1\$ \$FA2_St2\$ .... \$FA1_StN\$

## 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.

\$FA1\_title\$

\$FA1_FE1_title\$	
<b>Notes:</b> \$FA1_FE1_notes\$	<b>Priority</b> \$FA1_FE1_Priority\$ <b>ROI</b> \$FA1_FE1_ROI\$ <b>Benefit to:</b> \$FA1_FE1_St1\$ \$FA1_FE1_St2\$ .... \$FA1_FE1_StN\$

\$FA1_FE2_title\$	
<b>Notes:</b> \$FA1_FE2_notes\$	<b>Priority</b> \$FA1_FE2_Priority\$ <b>ROI</b> \$FA1_FE2_ROI\$ <b>Benefit to:</b> \$FA1_FE2_St1\$ \$FA1_FE2_St2\$ .... \$FA1_FE2_StN\$

\$FA1_FEN_title\$	
<b>Notes:</b> \$FA1_FEN_notes\$	<b>Priority</b> \$FA1_FEN_Priority\$ <b>ROI</b> \$FA1_FEN_ROI\$ <b>Benefit to:</b> \$FA1_FEN_St1\$ \$FA1_FEN_St2\$ .... \$FA1_FEN_StN\$

\$FA2\_title\$

\$FA2_FE1_title\$	
<b>Notes:</b> \$FA2_FE1_notes\$	<b>Priority</b> \$FA2_FE1_Priority\$ <b>ROI</b> \$FA2_FE1_ROI\$ <b>Benefit to:</b> \$FA2_FE1_St1\$ \$FA2_FE1_St2\$ .... \$FA2_FE1_StN\$

\$FA2_FE2_title\$	
<b>Notes:</b> \$FA2_FE2_notes\$	<b>Priority</b> \$FA2_FE2_Priority\$ <b>ROI</b> \$FA2_FE2_ROI\$ <b>Benefit to:</b> \$FA2_FE2_St1\$ \$FA2_FE2_St2\$ .... \$FA2_FE2_StN\$

\$FA2_FEN_title\$	
<b>Notes:</b> \$FA2_FEN_notes\$	<b>Priority</b> \$FA2_FEN_Priority\$ <b>ROI</b> \$FA2_FEN_ROI\$ <b>Benefit to:</b> \$FA2_FEN_St1\$ \$FA2_FEN_St2\$ .... \$FA1_FEN_StN\$

\$FAN\_title\$

\$FAN_FE1_title\$	
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<b>Notes:</b> \$FAN_FE1_notes\$	<b>Priority</b> \$FAN_FE1_Priority\$ <b>ROI</b> \$FAN_FE1_ROI\$ <b>Benefit to:</b> \$FAN_FE1_St1\$ \$FAN_FE1_St2\$ .... \$FAN_FE1_StN\$
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\$FAN_FE2_title\$	
<b>Notes:</b> \$FAN_FE2_notes\$	<b>Priority</b> \$FAN_FE2_Priority\$ <b>ROI</b> \$FAN_FE2_ROI\$ <b>Benefit to:</b> \$FAN_FE2_St1\$ \$FAN_FE2_St2\$ .... \$FAN_FE2_StN\$

\$FAN_FEN_title\$	
<b>Notes:</b> \$FAN_FEN_notes\$	<b>Priority</b> \$FAN_FEN_Priority\$ <b>ROI</b> \$FAN_FEN_ROI\$ <b>Benefit to:</b> \$FAN_FEN_St1\$ \$FAN_FEN_St2\$ .... \$FA1_FEN_StN\$