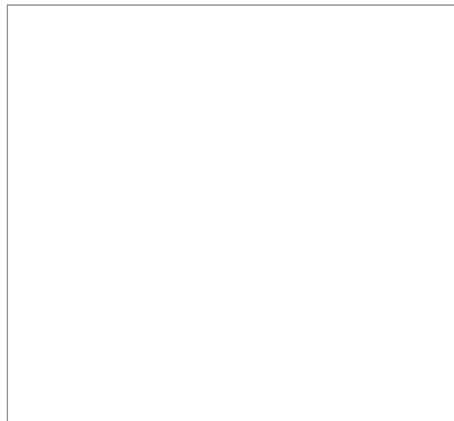# Project Charter

&

Scope of work

Project L3

[Click here to see Company Logo](#)

LCubed

Level 1, 228 Swan Street

Richmond, VIC, 3121

17 September 2014

Juliana Koh

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1. Executive summary

The projects contribution to our organisations mission

Projects contribution to your organisations mission Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

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: **$ 370839**

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	2
Number of features to be implemented	94
Number of expected stakeholder benefits or improvements	4
Number of cost saving features	2
Estimated yearly cost savings (ROI)	$ 370839

Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **25,000.00**.

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

- Patrick Jenkins
- Betty Price
- Melissa Lopez
- Irene Cook
- Douglas Perry
- Donald Patterson

Timeline & milestones

The project duration is expected to be **29** days.

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

- The target completion date is: **30 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

Organisations Mission Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

Our goals

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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	2	$ 241185
Membership Application	1	$ 129654

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
Patrick Jenkins	Resp 1	Resp 1	10
Betty Price	Resp 2	Resp 2	10
Melissa Lopez	Resp 3	Resp 3	10
Irene Cook	Resp 4	Resp 4	10
Douglas Perry	Resp 5	Resp 5	10
Donald Patterson	Resp 6	Resp 6	10

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 **29** days.

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

- The target completion date is: **30 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	Supplier engaged	12 September 2014
3	Scoping and planning complete	14 September 2014
4	Interface design complete	10 September 2014
5	Development complete	17 September 2014
6	Changed from User testing complete	19 September 2014
7	Training complete and system live	21 September 2014
8	Additional Milestone 7	23 September 2014
9	Project Completion	30 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
Value for money	0
Locations and logistics	10
Warrantees (products & services)	10
Company history and stability	10
Referees (your current clients)	10
Strength of project process	10
Organisational fit	10
Team (technical & relationship)	9
Match to functional requirements	30
References (track record)	1

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 .

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** 2 **ROI** $241185/YR **Priority** 1 mandatory, 1 important, - nice to have, **Benefit to:** Board of Directors Vendors Other
Notes: $FA1_notes$	

Membership Application	
Description Automation of membership processes, and providing the ability for members to self serve, can represent a significant	**Number of features** 1 **ROI**

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	$129654/YR **Priority** 1 mandatory, - important, - nice to have, **Benefit to:**
Notes: $FA1_notes$	

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: Notes entered 17/09/2014	**Priority** - mandatory, 1 important, - nice to have, **ROI** $0/YR

	Benefit to:
	Board of Directors Vendors Other

The data that needs to be stored for each contact can be configured	
Notes:	**Priority** 1 mandatory, 1 important, - nice to have, **ROI** $241185/YR **Benefit to:** Board of Directors Vendors Other

Membership Application

Members can elect to include optional extras to their application e.g. sign up for Special Interest Groups	
Notes:	**Priority** 1 mandatory, - important, - nice to have, **ROI** $129654/YR **Benefit to:**