

Project Charter & Scope of work

Motivated youth



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1. Executive summary

The projects contribution to our organisations mission

Organisation help to make motivated in positive way and creativity of youth can be used in development of universe.

The projects contribution to our organisations current goals

Project will contribute to organisation in positive manner .

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: **\$ 6718799795**

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	93
Number of expected stakeholder benefits or improvements	2
Number of cost saving features	12
Estimated yearly cost savings (ROI)	\$ 6718799795

Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **10 k**.

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

Rahul
sagar
manjeet
sunnny
nav

manjeet
gagan

Timeline & milestones

The project duration is expected to be **45** days.

- The intended start date is: **02 February 2015**
- The target completion date is: **19 March 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

To spread a light of motivation To make world with positive thinking .

Our goals

To spread a light of motivation

The projects contribution to our organisations mission

Organisation help to make motivated in positive way and creativity of youth can be used in development of universe.

The projects contribution to our organisations current goals

Project will contribute to organisation in positive manner .

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	6	\$ 6718697290
Website Content Management	6	\$ 102505

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
Rahul	12	11
sagar	12	9
manjeet	12	11
sunnny	34	1
nav	54	22
manjeet	78	11
gagan	67	12

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 **45** days.

- The intended start date is: **02 February 2015**
- The target completion date is: **19 March 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	02 February 2015
2	Supplier engaged	05 February 2015
3	Scoping and planning complete	10 February 2015
4	Interface design complete	11 February 2015
5	Development complete	28 February 2015
6	User testing complete	11 March 2015
7	Training complete and system live	02 March 2015
8	Project Completion	19 March 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.

Grametical issues

Person responsible	Risk type	
Grametical issues	timeline	
Likelihood of occurrence	Significance of impact	Monitoring cycle
medium	critical	5
Risk description		
Some low priority issue can occur .but it will not create problems .		
Mitigating actions		
Procedure for addressing occurrence		

7. Supplier evaluation criteria

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

Evaluation criteria	Weight
Company history and stability	1
Strength of project process	10
Referees (your current clients)	10
References (track record)	10
Locations and logistics	10
Match to functional requirements	10
Team (technical & relationship)	10
Organisational fit	10
Warrantees (products & services)	10
Value for money	9

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	
<p>Description</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Contact database features include:</p> <ul style="list-style-type: none">- Adding new contact details- Managing and editing contacts and status- Manage access and user permissions	<p>Number of features</p> <p>6</p> <p>ROI</p> <p>\$6718697290/YR</p> <p>Priority</p> <p>1 mandatory, 1 important, 4 nice to have,</p> <p>Benefit to:</p>
<p>Notes:</p>	

Website Content Management

<p>Description</p> <p>Websites are a critical channel of communication for Associations. To keep a website up to date, fresh, relevant and attractive to search engines the content on the site should be modified and updated regularly. It is therefore essential that this task can be easily and quickly managed by non-technical personnel.</p> <p>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.</p> <p>Key features include:</p> <ul style="list-style-type: none"> - All site content can be managed by non-technical administrators - Menu structures and Information Architectures (site maps) can managed - Content approval workflow is supported 	<p>Number of features</p> <p>6</p> <p>ROI</p> <p>\$102505/YR</p> <p>Priority</p> <p>1 mandatory, 1 important, 4 nice to have,</p> <p>Benefit to:</p>
<p>Notes:</p>	

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	
<p>Notes:</p>	<p>Priority</p> <p>Mandatory</p>

	ROI \$33525/YR Benefit to:
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The data that needs to be stored for each contact can be configured	
Notes:	Priority Mandatory ROI \$60515/YR Benefit to:

The Contact Database provides multiple levels of hierarchy e.g. Organisation, Division, Contact	
Notes:	Priority Mandatory ROI \$60508/YR Benefit to:

The Contact Database can be searched, filtered and segmented in a number of different ways	
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Notes:	Priority Mandatory ROI \$6718437768/YR Benefit to:
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Via the Contact Database a person's complete relationship with the organisation can be viewed e.g. membership(s), event registrations, online store purchases, email communications	
Notes:	Priority Mandatory ROI \$60508/YR Benefit to:

Subsets of the Contact Database can be exported for use externally	
Notes:	Priority Mandatory ROI \$44466/YR Benefit to:

Website Content Management

All site content can be managed by non-technical administrators

Notes:**Priority**

Mandatory

ROI

\$9880/YR

Benefit to:

Menu structures and Information Architectures (site maps) can managed

Notes:

4

Priority

Mandatory

ROI

\$19760/YR

Benefit to:

Administrators can be limited in the sections of site content that can manage

Notes:**Priority**

Mandatory

ROI

\$30875/YR

Benefit to:

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Version control and archiving of content is available	
Notes: 4	Priority Mandatory ROI \$19760/YR Benefit to:

Content approval workflow is supported	
Notes:	Priority Mandatory ROI \$11115/YR Benefit to:

Generated site content is search engine friendly	
Notes: 3	Priority Mandatory ROI

	<p>\$11115/YR</p> <p>Benefit to:</p>
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