

Project Charter & Scope of work

Acme Scentific International

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17 September 2014

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TABLE OF CONTENTS

1. Executive summary

The projects contribution to our organisations mission

To free from buugs.

The projects contribution to our organisations current goals

to check

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 | 14 |
| Number of features to be implemented | 93 |
| Number of expected stakeholder benefits or improvements | 4 |
| Number of cost saving features | 0 |
| 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:

- at
- b9

Timeline & milestones

The project duration is expected to be **8** days.

Commercial in confidence

Project introduction document
17 September 2014

[Produced by Skopes](#)

- The intended start date is: **02 September 2014**
- The target completion date is: **10 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

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Our goals

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The projects contribution to our organisations mission

To free from buugs.

The projects contribution to our organisations current goals

to check

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 | 0 | 0 |
| Membership management | 0 | 0 |
| Membership Application | 0 | 0 |
| Membership renewal | 0 | 0 |
| Member Services/benefits | 0 | 0 |
| Marketing Communications | 0 | 0 |
| Member Directory | 0 | 0 |
| Events Registration | 0 | 0 |
| Event Administration | 0 | 0 |
| Order Management | 0 | 0 |
| Continuing Professional Development | 0 | 0 |
| Website Content Management | 0 | 0 |
| Resource Library | 0 | 0 |
| Online Store | 0 | 0 |

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 |
|-------------|--------------|-------------------------------|-----------------|
| at | dfe | dfe | 1 |
| b9 | dfe | dfe | 1 |

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 **8** days.

- The intended start date is: **02 September 2014**
- The target completion date is: **10 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 # | Milestone name | Date |
|-------------|----------------------|-------------------|
| 1 | Project Commencement | 02 September 2014 |
| 2 | i | 09 September 2014 |
| 3 | Project Completion | 10 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 |
|----------------------------------|--------|
| Match to functional requirements | 10 |
| Value for money | 10 |
| Organisational fit | 10 |
| Team (technical & relationship) | 10 |
| Strength of project process | 10 |
| References (track record) | 10 |
| Referees (your current clients) | 10 |
| Locations and logistics | 10 |
| Warrantees (products & services) | 10 |
| Company history and stability | 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](#).

Complete Specified Functional Areas are not available.

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.

Complete Specified Functional Areas are not available.