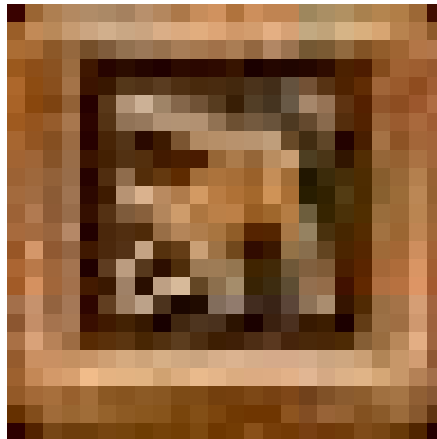# Project Charter

&

Scope of work

Test

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test Two

test, sdfsafdsaf, 160048

31 January 2015

Kill Bill

Table of Contents

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: **$ 20025**

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	2
Number of cost saving features	1
Estimated yearly cost savings (ROI)	$ 20025

Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **800**.

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

Vivek Mahajan
DigVijay R
sdfsfsdf

Timeline & milestones

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

- The intended start date is: **02 October 2014**

- The target completion date is: **31 October 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

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The projects contribution to our organisations current 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	1	$ 20025

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
Vivek Mahajan	Team lead	10
DigVijay R	Developer	40
sdfsfsdf	dhgfhfg	20

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: **02 October 2014**

- The target completion date is: **31 October 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	02 October 2014
2	Supplier engaged	03 October 2014
3	Scoping and planning complete	03 October 2014
4	Interface design complete	04 October 2014
5	Development complete	04 October 2014
6	User testing complete	08 October 2014
7	Project Completion	31 October 2014

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.

lol

Person responsible	Risk type	
lol	deliverables	
Likelihood of occurrence	Significance of impact	Monitoring cycle
hight	critical	3
Risk description		
sdfsfsd		
Mitigating actions		
sdfsf		
Procedure for addressing occurrence		
sdfsdf		

Neeraj

Person responsible	Risk type	
Neeraj	timeline	
Likelihood of occurrence	Significance of impact	Monitoring cycle
hight	critical	5
Risk description		
sdfsdfdsfs		
Mitigating actions		
sfsdfsf		
Procedure for addressing occurrence		
sfsdfdsf		

7. 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	10
Organisational fit	10
Team (technical & relationship)	10
Match to functional requirements	10
Strength of project process	10
References (track record)	10

Locations and logistics	10
Warrantees (products & services)	10
Company history and stability	10
Referees (your current clients)	10

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** $20025/YR **Priority** 0 mandatory, 0 important, 1 nice to have, **Benefit to:**
Notes: dgfdgdgdfg	

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: sdsfds	**Priority** Nice to have **ROI** $20025/YR **Benefit to:**