Project Charter

&

Scope of work

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# Executive summary

## The projects contribution to our organisations mission

Projects contribution to your organisations mission

## The projects contribution to our organisations current goals

Project contribution to (medium term) organisational goals

## 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: **24**

## 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](#_Scope:_Features_and) , this table provides a summary.

|  |  |
| --- | --- |
| Number of functional areas | 4 |
| Number of features to be implemented | 94 |
| Number of expected stakeholder benefits or improvements | $totalbenefits$ |
| Number of cost saving features | $ROI\_Fe\_Count$ |
| Estimated yearly cost savings (ROI) | 24 |

## Costs & Budget

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

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

* $team\_leader\_name$
* $team\_mem1\_name$
* $team\_mem2\_name$
* $team\_memN\_name$

## Timeline & milestones

The project duration is expected to be **30** days.

* The intended start date is:
* The target completion date is:

# 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

## Our mission

Organisational goals

## The projects contribution to our organisations mission

Projects contribution to your organisations mission

## The projects contribution to our organisations current goals

Project contribution to (medium term) organisational goals

# 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](#_Scope:_Features_and).

|  |  |  |
| --- | --- | --- |
| 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$ | $FAN\_total\_ROI$ |

# 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 |
| test | $T\_ Lead \_Role$ | $T\_ Lead \_Resp$ | $T\_ Lead \_Effort$ |
| $T\_Mem1\_Name$ | $T\_Mem1\_Role$ | $T\_Mem1\_Resp$ | $T\_Mem1\_Effort$ |
| .... |  |  |  |
| $T\_MemN\_Name$ | $T\_MemN\_Role$ | $T\_MemN\_Resp$ | $T\_MemN\_Effort$ |

# 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 **30** days.

* The intended start date is:
* The target completion date is:

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 |
| One | Project Commencement | $Proj\_Commence$ |
| Two | $Mile\_2$ | $Mile\_2\_Date $ |
| Three | $Mile\_3$ | $Mile\_3\_Date $ |
| Four | $Mile\_4$ | $Mile\_4\_Date $ |
| Five | $Mile\_5$ | $Mile\_5\_Date $ |
| Six | $Mile\_N$ | $Mile\_N\_Date$ |
| Seven | Project Completion | $Proj\_Complete$ |

# 

# 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.

# 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](#_ROI_&_Benefits).

|  |  |
| --- | --- |
| $FA1\_title$ |  |
| **Description**  $FA1\_desc$ | **Number of features**  $FA1\_FE\_Count$  **ROI**  $FA1\_ROI\_Sum$  **Priority**  $FA1\_Priority$  **Benefit to:**  $FA1\_St1$  $FA1\_St2$  ....  $FA1\_StN$ |
| **Notes:**  $FA1\_notes$ |

|  |  |
| --- | --- |
| $FA2\_title$ |  |
| $FA2\_desc$ | **Number of features**  $FA2\_FE\_Count$  **ROI**  $FA2\_ROI\_Sum$  **Priority**  $FA2\_Priority$  **Benefit to:**  $FA2\_St1$  $FA2\_St2$  ....  $FA1\_StN$ |
| **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.

$FA1\_title$

|  |  |
| --- | --- |
| $FA1\_FE1\_title$ |  |
| **Notes:**  $FA1\_FE1\_notes$ | **Priority**  $FA1\_FE1\_Priority$  **ROI**  $FA1\_FE1\_ROI$  **Benefit to:**  $FA1\_FE1\_St1$  $FA1\_FE1\_St2$  ....  $FA1\_FE1\_StN$ |

|  |  |
| --- | --- |
| $FA1\_FE2\_title$ |  |
| **Notes:**  $FA1\_FE2\_notes$ | **Priority**  $FA1\_FE2\_Priority$  **ROI**  $FA1\_FE2\_ROI$  **Benefit to:**  $FA1\_FE2\_St1$  $FA1\_FE2\_St2$  ....  $FA1\_FE2\_StN$ |

|  |  |
| --- | --- |
| $FA1\_FEN\_title$ |  |
| **Notes:**  $FA1\_FEN\_notes$ | **Priority**  $FA1\_FEN \_Priority$  **ROI**  $FA1\_FEN \_ROI$  **Benefit to:**  $FA1\_FEN \_St1$  $FA1\_FEN \_St2$  ....  $FA1\_FEN \_StN$ |

$FA2\_title$

|  |  |
| --- | --- |
| $FA2\_FE1\_title$ |  |
| **Notes:**  $FA2\_FE1\_notes$ | **Priority**  $FA2\_FE1\_Priority$  **ROI**  $FA2\_FE1\_ROI$  **Benefit to:**  $FA2\_FE1\_St1$  $FA2\_FE1\_St2$  ....  $FA2\_FE1\_StN$ |

|  |  |
| --- | --- |
| $FA2\_FE2\_title$ |  |
| **Notes:**  $FA2\_FE2\_notes$ | **Priority**  $FA2\_FE2\_Priority$  **ROI**  $FA2\_FE2\_ROI$  **Benefit to:**  $FA2\_FE2\_St1$  $FA2\_FE2\_St2$  ....  $FA2\_FE2\_StN$ |

|  |  |
| --- | --- |
| $FA2\_FEN\_title$ |  |
| **Notes:**  $FA2\_FEN\_notes$ | **Priority**  $FA2\_FEN \_Priority$  **ROI**  $FA2\_FEN \_ROI$  **Benefit to:**  $FA2\_FEN \_St1$  $FA2\_FEN \_St2$  ....  $FA1\_FEN \_StN$ |

$FAN\_title$

|  |  |
| --- | --- |
| $FAN \_FE1\_title$ |  |
| **Notes:**  $FAN\_FE1\_notes$ | **Priority**  $FAN\_FE1\_Priority$  **ROI**  $FAN\_FE1\_ROI$  **Benefit to:**  $FAN\_FE1\_St1$  $FAN\_FE1\_St2$  ....  $FAN\_FE1\_StN$ |

|  |  |
| --- | --- |
| $FAN\_FE2\_title$ |  |
| **Notes:**  $FAN\_FE2\_notes$ | **Priority**  $FAN\_FE2\_Priority$  **ROI**  $FAN\_FE2\_ROI$  **Benefit to:**  $FAN\_FE2\_St1$  $FAN\_FE2\_St2$  ....  $FAN\_FE2\_StN$ |

|  |  |
| --- | --- |
| $FAN\_FEN\_title$ |  |
| **Notes:**  $FAN\_FEN\_notes$ | **Priority**  $FAN\_FEN \_Priority$  **ROI**  $FAN\_FEN \_ROI$  **Benefit to:**  $FAN\_FEN \_St1$  $FAN\_FEN \_St2$  ....  $FA1\_FEN \_StN$ |