Project Charter

&

Scope of work

**Acme builder**

[Click here to see Company Logo](http://beta.skop.es/wp-content/uploads/companylogos/thumbs/139/preferences_system_bluetooth.png)

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19 September 2014

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# Executive summary

## The projects contribution to our organisations mission

efe

## The projects contribution to our organisations current goals

tete

## 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: **$** **89499**

## 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 | 14 |
| Number of features to be implemented | 95 |
| Number of expected stakeholder benefits or improvements | 1 |
| Number of cost saving features | 13 |
| Estimated yearly cost savings (ROI) | $ 89499 |

## Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **40**.

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

Vivek Sir

## Timeline & milestones

The project duration is expected to be **0** days.

* The intended start date is: **01 January 1970**
* The target completion date is: **01 January 1970**

# 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

wdwdwd

## Our goals

dwdw

## The projects contribution to our organisations mission

efe

## The projects contribution to our organisations current goals

tete

# 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) |
| Events Registration | 2 | $ 82650 |
| Contact Database | 7 | $ 6201 |
| Membership management | 0 | $ 0 |
| Membership Application | 1 | $ 9 |
| Membership renewal | 0 | $ 0 |
| Member Services/benefits | 0 | $ 0 |
| Marketing Communications | 0 | $ 0 |
| Member Directory | 0 | $ 0 |
| Event Administration | 0 | $ 0 |
| Order Management | 3 | $ 639 |
| Continuing Professional Development | 0 | $ 0 |
| Website Content Management | 0 | $ 0 |
| Resource Library | 0 | $ 0 |
| Online Store | 0 | $ 0 |

# 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 Sir | hj | 4 |

# 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 **0** days.

* The intended start date is: **01 January 1970**
* The target completion date is: **01 January 1970**

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 | 302649196239; | 16 January 2014 |
| 2 | gr | 23 January 2014 |
| 3 | Interface design complete | 09 September 2014 |
| 4 | fgr | 21 January 2014 |
| 5 | Training complete and system live | 03 September 2014 |
| 6 | rtgr | 23 January 2014 |
| 7 | rtrt | 23 January 2014 |
| 8 | rttr | 22 January 2014 |
| 9 | rtr | 22 January 2014 |
| 10 |  | 16 September 2014 |
| 11 |  | 02 September 2014 |
| 12 | undefined | 31 December 2014 |

# Supplier evaluation criteria

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

|  |  |
| --- | --- |
| Evaluation criteria | Weight |
| Organisational fit | 100 |
| Locations and logistics | 0 |
| Match to functional requirements | 0 |
| Team (technical & relationship) | 0 |
| Referees (your current clients) | 0 |
| References (track record) | 0 |
| Strength of project process | 0 |
| Company history and stability | 0 |
| Value for money | 0 |
| Warrantees (products & services) | 050 |

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).

|  |  |
| --- | --- |
| Events Registration | |
| **Description**  The management of events is a common activity and therefore requirement for Associations and non-profit systems. Its automation often represents dramatic savings because of the high level of manual processing required for each ticket and attendee for every event.    A list of functional line items relating to Event Registration are provided below for you to include or exclude and to provide a ranking of importance for your project.   Key features include:   - Events can be quickly and easily published onto the website  - Members receive different event pricing to non-members  - Registrants can purchase tickets to all events in a suite of events or purchase in groups | **Number of features**  2 **ROI**  $82650/YR **Priority**  - mandatory, 1 important, 1 nice to have,  **Benefit to:** |

## 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.

Events Registration

|  |  |
| --- | --- |
| Events can be quicklyand easily published onto the website | |
| **Notes:** | **Priority**  - mandatory, - important, 1 nice to have,  **ROI**  $9/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Events can be browsed via any number of categories and subcategories e.g. by location, by type of event | |
| **Notes:**  dfgrgr | **Priority**  - mandatory, 1 important, 1 nice to have,  **ROI**  $82641/YR  **Benefit to:** |