Project Charter

&

Scope of work

**fdf**



Thirtyfour

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# 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: **$** **342**

## 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 | 93 |
| Number of expected stakeholder benefits or improvements | 1 |
| Number of cost saving features | 4 |
| Estimated yearly cost savings (ROI) | $ 342 |

## Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **3**.

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

s

rf

## Timeline & milestones

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

* The intended start date is: **04 November 2014**
* The target completion date is: **12 November 2014**

# 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

hi

## 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

dfd

# 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) |
| Contact Database | 1 | $ 108 |
| Membership Application | 1 | $ 12 |
| Continuing Professional Development | 1 | $ 147 |
| Website Content Management | 1 | $ 75 |

# 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 |
| s | nbi | 8 |
| rf | inb | 8 |

# 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: **04 November 2014**
* The target completion date is: **12 November 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 | 04 November 2014 |
| 2 | Project Completion | 12 November 2014 |

# 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.

# 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).

|  |  |
| --- | --- |
| 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**  $108/YR **Priority**  0 mandatory, 0 important, 1 nice to have,  **Benefit to:** |
| **Notes:**   yyyyyyyyyyyyyyyyyyyy | |

|  |  |
| --- | --- |
| Membership Application | |
| **Description**  Automation of membership processes, and providing the ability for members to self serve, can represent a significant saving (operational efficiency) to your organisation at the same time as providing improved (self) service.   Online membership application and membership processing can also encourage quicker renewals and an increase the overall number of renewals and new member applications. A list of functional line items relating to Membership Application are provided below for you to include or exclude.    Key Membership Application features are:  - Individuals / corporations can apply for membership via the public website  - Members can choose applicable options and levels  - Communications and payments are handeled by the system | **Number of features**  1 **ROI**  $12/YR **Priority**  0 mandatory, 0 important, 1 nice to have,  **Benefit to:** |
| **Notes:** | |

|  |  |
| --- | --- |
| Continuing Professional Development | |
| **Description**  Many Associations focus on assisting in improve industry standards by providing, monitoring and rewarding members for undertaking ongoing professional development activities.    The steps and actions required to be taken by members in this process vary between industries, but many are based on points systems that require tracking. 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.   Key features include:   - CPD goals and points can be set-up flexibility in the system  - Members can be prevented from renewing their membership if CPD goal(s) have not been met  - Members can track and manage their own CPD record e.g. to add external activities that qualify for CPD recognition | **Number of features**  1 **ROI**  $147/YR **Priority** 1 mandatory, 0 important, 0 nice to have,  **Benefit to:** |
| **Notes:** | |

|  |  |
| --- | --- |
| Website Content Management | |
| **Description**  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.    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.   Key features include:   - All site content can be managed by non-technical administrators  - Menu structures and Information Architectures (site maps) can managed  - Content approval workflow is supported | **Number of features**  1 **ROI**  $75/YR **Priority**  0 mandatory, 1 important, 0 nice to have,  **Benefit to:** |
| **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.

Contact Database

|  |  |
| --- | --- |
| Contact Database can include both member and non-member details | |
| **Notes:**  hiu | **Priority**  Nice to have  **ROI**  $108/YR  **Benefit to:** |

Membership Application

|  |  |
| --- | --- |
| Members can elect to include optional extras to their application e.g. sign up for Special Interest Groups | |
| **Notes:**  hi | **Priority**  Nice to have  **ROI**  $12/YR  **Benefit to:** |

Continuing Professional Development

|  |  |
| --- | --- |
| Any number of different CPD goals can be defined to reflect different requirements for different types of members | |
| **Notes:**  hi | **Priority**  Mandatory  **ROI**  $147/YR  **Benefit to:** |

Website Content Management

|  |  |
| --- | --- |
| All site content can be managed by non-technical administrators | |
| **Notes:**  hi | **Priority**  Important  **ROI**  $75/YR  **Benefit to:** |