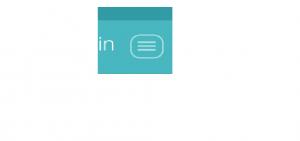
Project Charter

&

Scope of work

**Motivated youth**



edt ltd

downstreet

asr, punjab, 143001

09 February 2015

RAHUL SINGH

# Table of Contents

Executive summary

Key Objectives

Return on Investment

Project Scope

Costs & Budget

Timeline & milestones

Project objectives and benefits

Introduction

Our mission

Projects contribution to our mission

Our organisational goals

Projects contribution to our organisational goals

Return on investment

Roles, Responsibilities and Effort

Process and timelines

Timeline & milestones

Supplier evaluation criteria

Scope: Features and functions

Functional areas: ROI & Benefits

ROI & Benefits by feature

# Executive summary

## The projects contribution to our organisations mission

Organisation help to make motivated in positive way and creativity of youth can be used in development of universe.

## The projects contribution to our organisations current goals

Project will contribute to organisation in positive manner .

## 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: **$** **6718799795**

## 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 | 2 |
| Number of features to be implemented | 93 |
| Number of expected stakeholder benefits or improvements | 2 |
| Number of cost saving features | 12 |
| Estimated yearly cost savings (ROI) | $ 6718799795 |

## Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **10 k**.

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

Rahul

sagar

manjeet

sunnnny

nav

manjeet

gagan

## Timeline & milestones

The project duration is expected to be **45** days.

* The intended start date is: **02 February 2015**
* The target completion date is: **19 March 2015**

# 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

To spread a light of motivation To make world with positive thinking .

## Our goals

To spread a light of motivation

## The projects contribution to our organisations mission

Organisation help to make motivated in positive way and creativity of youth can be used in development of universe.

## The projects contribution to our organisations current goals

Project will contribute to organisation in positive manner .

# 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 | 6 | $ 6718697290 |
| Website Content Management | 6 | $ 102505 |

# 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 |
| Rahul | 12 | 11 |
| sagar | 12 | 9 |
| manjeet | 12 | 11 |
| sunnnny | 34 | 1 |
| nav | 54 | 22 |
| manjeet | 78 | 11 |
| gagan | 67 | 12 |

# 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 **45** days.

* The intended start date is: **02 February 2015**
* The target completion date is: **19 March 2015**

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 February 2015 |
| 2 | Supplier engaged | 05 February 2015 |
| 3 | Scoping and planning complete | 10 February 2015 |
| 4 | Interface design complete | 11 February 2015 |
| 5 | Development complete | 28 February 2015 |
| 6 | User testing complete | 11 March 2015 |
| 7 | Training complete and system live | 02 March 2015 |
| 8 | Project Completion | 19 March 2015 |

# 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.

**Grametical issues**

|  |  |  |
| --- | --- | --- |
| Person responsible | | Risk type |
| Grametical issues | | timeline |
| Likelihood of occurrence | Significance of impact | Monitoring cycle |
| medium | critical | 5 |
| Risk description | | |
| Some low priority issue can occur .but it will not create problems . | | |
| Mitigating actions | | |
|  | | |
| Procedure for addressing occurrence | | |
|  | | |

# Supplier evaluation criteria

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

|  |  |
| --- | --- |
| Evaluation criteria | Weight |
| Company history and stability | 1 |
| Strength of project process | 10 |
| Referees (your current clients) | 10 |
| References (track record) | 10 |
| Locations and logistics | 10 |
| Match to functional requirements | 10 |
| Team (technical & relationship) | 10 |
| Organisational fit | 10 |
| Warrantees (products & services) | 10 |
| Value for money | 9 |

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**  6 **ROI**  $6718697290/YR **Priority** 1 mandatory, 1 important, 4 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**  6 **ROI**  $102505/YR **Priority** 1 mandatory, 1 important, 4 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:** | **Priority**  Mandatory  **ROI**  $33525/YR  **Benefit to:** |

|  |  |
| --- | --- |
| The data that needs to be stored for each contact can be configured | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $60515/YR  **Benefit to:** |

|  |  |
| --- | --- |
| The Contact Database provides multiple levels of hierarchy e.g. Organisation, Division, Contact | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $60508/YR  **Benefit to:** |

|  |  |
| --- | --- |
| The Contact Database can be searched, filtered and segmented in a number of different ways | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $6718437768/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Via the Contact Database a person's complete relationship with the organisation can be viewed e.g. membership(s), event registrations, online store purchases, email communications | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $60508/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Subsets of the Contact Database can be exported for use externally | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $44466/YR  **Benefit to:** |

Website Content Management

|  |  |
| --- | --- |
| All site content can be managed by non-technical administrators | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $9880/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Menu structures and Information Architectures (site maps) can managed | |
| **Notes:**  4 | **Priority**  Mandatory  **ROI**  $19760/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Administrators can be limited in the sections of site content that can manage | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $30875/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Version control and archiving of content is available | |
| **Notes:**  4 | **Priority**  Mandatory  **ROI**  $19760/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Content approval workflow is supported | |
| **Notes:** | **Priority**  Mandatory  **ROI**  $11115/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Generated site content is search engine friendly | |
| **Notes:**  3 | **Priority**  Mandatory  **ROI**  $11115/YR  **Benefit to:** |