Project Charter

&

Scope of work

**test project**



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test address

dfsfdsds, bcvbcv, 56657

30 March 2015

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# Executive summary

## The projects contribution to our organisations mission

fghgfgf

## The projects contribution to our organisations current goals

gfddfdf

## 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: **$** **2296055**

## 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 | 1 |
| Number of cost saving features | 9 |
| Estimated yearly cost savings (ROI) | $ 2296055 |

## Costs & Budget

We are going to market to finalise pricing, however we are suggesting allocating a provisional project budget of **10000**.

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

hhhh

nnnnn

## Timeline & milestones

The project duration is expected to be **65** days.

* The intended start date is: **27 March 2015**
* The target completion date is: **31 May 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

vxxvx

## Our goals

dgfdgfdf

## The projects contribution to our organisations mission

fghgfgf

## The projects contribution to our organisations current goals

gfddfdf

# 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) |
| Membership Application | 7 | $ 1786260 |
| Continuing Professional Development | 2 | $ 509795 |

# 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 |
| hhhh | vbvbvbvb | 40 |
| nnnnn | asasasssssfff | 40 |

# 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 **65** days.

* The intended start date is: **27 March 2015**
* The target completion date is: **31 May 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 | 27 March 2015 |
| 2 | Supplier engaged | 31 March 2015 |
| 3 | Development complete | 15 April 2015 |
| 4 | User testing complete | 30 April 2015 |
| 5 | Training complete and system live | 20 May 2015 |
| 6 | Project demo | 09 May 2015 |
| 7 | Project Completion | 31 May 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.

**vbvbbvvbbbb**

|  |  |  |
| --- | --- | --- |
| Person responsible | | Risk type |
| vbvbbvvbbbb | | legal |
| Likelihood of occurrence | Significance of impact | Monitoring cycle |
| low | critical | 4 |
| Risk description | | |
| dgdfdgfgdfgf dfgdgfdgfdf | | |
| Mitigating actions | | |
| vbccvv | | |
| Procedure for addressing occurrence | | |
| gfdfdfgfd | | |

# 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 | 25 |
| Locations and logistics | 10 |
| Warrantees (products & services) | 10 |
| Team (technical & relationship) | 10 |
| Value for money | 10 |
| Referees (your current clients) | 10 |
| Strength of project process | 10 |
| Organisational fit | 5 |
| References (track record) | 5 |
| Company history and stability | 5 |
|  | saveshlist |

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).

|  |  |
| --- | --- |
| 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**  7 **ROI**  $1786260/YR **Priority** 1 mandatory, 3 important, 3 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**  2 **ROI**  $509795/YR **Priority**  0 mandatory, 0 important, 2 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.

Membership Application

|  |  |
| --- | --- |
| Members can elect to include optional extras to their application e.g. sign up for Special Interest Groups | |
| **Notes:** | **Priority**  Nice to have  **ROI**  $211575/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Individuals can apply for membership | |
| **Notes:** | **Priority**  Important  **ROI**  $207442/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Where appropriate fees can be paid via the website | |
| **Notes:**  appropriate fees can be paid | **Priority**  Important  **ROI**  $205326/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Corporations can apply for membership and nominate employees to receive membership benefits | |
| **Notes:**  membership and nominate | **Priority**  Important  **ROI**  $312325/YR  **Benefit to:** |

|  |  |
| --- | --- |
| A range of membership types are supported | |
| **Notes:**  membership types supported | **Priority**  Important  **ROI**  $317896/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Automated communications to applicant through application workflow are supported -e.g. application acknowledge, application approval | |
| **Notes:**  applicant communication | **Priority**  Mandatory  **ROI**  $322240/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Different memberships require different application forms | |
| **Notes:**  membership require applications | **Priority**  Mandatory  **ROI**  $209456/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:**  no text description | **Priority**  Nice to have  **ROI**  $86645/YR  **Benefit to:** |

|  |  |
| --- | --- |
| Categories of activities and units awarded can be defined | |
| **Notes:**  gfhfhgfghfgh fhfgfhgfhg | **Priority**  Nice to have  **ROI**  $423150/YR  **Benefit to:** |