3.11.2019

Project Charter: **Tufts Health Plan**

**Background**

As a business analyst in the health insurance domain, the main work is to gather the requirements from the clients. Based on the work needed, the client raises an SR(i.e., Service Request for small requests) or an IR(Initial Request for big projects). These might include the claims, benefits, adjudication process etc. I am currently working on the SRs.

**Goals**

· Gather the requirements from the client based on the work

· Create the BRD(Business Requirement Document) with the functional and the non-functional requirements

· Conduct the meetings with the business and the technical team when required

· Get the sign-off from the business and validate the SOW(Statement of Work) after the deployment of the product.

**Scope**

As my work is client-specific work, the scope of the SRs might vary based on what division of the healthcare insurance I am working on. For example, I might work on an SR which deals with a problem in the adjudication process. The end result of this would be the corrected and the updated Adjudication process for the claims.

**Key Stakeholders**

|  |  |
| --- | --- |
| Client | Tufts Health Plan |
| Sponsor | Tufts Health Plan |
| Project manager | Sravani Madala |
| Project team members | Sravani Madala |

**Project Milestones**

1. Setting up meeting with the business contacts
2. Gather the requirements from the clients
3. Creation of the BRD with the functional and the non-functional requirements.
4. BRD walk-through and the BRD sign-off from the clients
5. Assigning the PCMs for the development and the testing
6. Validate the SOW(Statement of Work)
7. Close the SR after the clients approval

**Project Budget**

Cannot specify because of the confidentiality constraints.

**Constraints, Assumptions, Risks and Dependencies**

|  |  |
| --- | --- |
| Constraints | Change in the requirements after the sign-off the BRD  Change in the requirements during the deployment of the product. |
| Assumptions | Assume that the requirements are correct. |
| Risks and Dependencies | The client’s requirements |

**Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [Name], Project Client |  | [Name], Project Sponsor |  | [Name], Project Manager |

The Project Charter form is crafted for you by the simple project management tool[**www.casual.pm**](http://www.casual.pm)