PROJECT CHARTER

General Project Information	
Project Name:	XYZ Web Development Project
Project Purpose:	The goal of this project is to build a high-performance website that displays a full list of XYZ company products and services. That will accept customer orders, process sales, and accept payment. The application must produce weekly, monthly, and yearly sales reports.
Executive Sponsors:	Lisa Sellers
Department Sponsor:	Tom Kane
Measurable Objectives:	By May 2, 2022, the website will be fully operational and a backup of all XYZ website information will be maintained offline in case of catastrophic failure. System errors or failures are to be kept below 3% each month based on total system transactions and the help desk will be actively maintained from 7:00 AM to 8:00 PM, seven days a week.
High-Level Project Description	To provide XYZ with a high-performance website within three to six months. This web application must be available in five different languages; English, Spanish, Japanese, French, and Italian. The website must be easy to use by all employees and allow several sales to be made at the same time without downgrading the performance of the web application.
Budget Summary	

Budget Summary

Project Staff	Hourly Rate	Appro. Hours per month	Total
Project Manager	$65.00	125	$8,125.00
Helen Peters, Web Designer	$51.00	16	$816.00
Jason Morris, Senior Developer	$56.00	77	$4,312.00
Scott Fassett, Senior Web Developer	$54.00	21	$1,134.00
Cindy Lewis, Consulting Analyst	$48.00	58	$2,784.00
			$17,171.00

Monthly Cost	6 Months	20%
$17,171.00	$103,026.00	$20,605.20

Budget: $82,420.80 to $123,631.20

High-Level Requirements

Business Requirements

The website will provide access and updated features for the sales team.

Security Requirements

The website will be managed with encrypted connections at all times and cross-platform encryption should be enforced.

Functional Requirements

The website must have an about page containing XYZ history and other pertinent histories.

User Requirements

The user experience will be updated to include detailed product information and the ability to produce a product summary report.

Web User Testing Completion by March 7, 2022

Overall Project Risks:	- After all the requirements have been thoroughly captured and understood, the project schedule may exceed the six-month target date for completion.
	- Changes in project staff may unexpectedly occur due to attrition requiring time to fill the position and transition the required work.
	- The wide area network and local area network have been recently unstable, with relevant upgrades being made by the service providers. This may cause further delays in the project schedule once it has been baselined.

Project Team

	Name	Department	Telephone	E-mail
Project Manager:	Alexsandra Mah	PMO	(415) 593-1032	alexsandramah@abc.com
Core Team Members:	Helen Peters	Web Designer	(415) 739-5938	helen_peters@abc.com
	Jason Morris	Senior Developer	(510) 837 - 8374	j_morris@abc.com
	Scott Fassett	Senior Web Designer	(415) 536 - 8462	Scottfassett@abc.com
	Cindy Lewis	Consulting Analyst	(510) 836 - 7363	cindy_lewis@abc.com

Stakeholders

Name	Telephone	E-mail
Tom Kane	(415) 983 - 8474	tomkane@xyz.com
Roger Wilson	(415) 465 - 3984	roger_wilson@xyz.com
Lisa Sellers	(415) 398 - 3835	lisa_sellers@xyz.com
Edward Speck	(415) 973 - 9473	edwardspeck@xyz.com
James Pulliam	(415) 836 - 8304	james_pulliam@xyz.com
Carol Donners	(415) 847 - 7459	caroldonners@xyz.com

Summary Milestone Schedule

Project Launch	November 15, 2021
Gather and Finalize XYZ Web Requirements	December 6, 2021
Draft Design	December 20, 2021
Final Web Design	December 27, 2021
Web Development Completion	February 14, 2022
Web User Testing Completion	March 7, 2022
Live Beta Testing Completion	April 4, 2022
Perform Final Updates From Beta Testing	April 25, 2022
Go Live	May 2, 2022

Project Success Criteria

- The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns.
- Stakeholder assignments to the project are maintained and remain static.
- Stakeholder responses to questions or data are responded to in a timely and efficient manner, not to exceed 24 hours.
- Project team staffing remains stable and consistent throughout the project.

Project Exit Criteria

- No known issues will impact the start of the successor phase.
- The project sponsor and project manager have fully signed off on the completion of the current phase.
- Project performance has not exceeded a 10% threshold above the cost baseline for the current phase.
-All required project staff to support the successor phase are fully available to support the successor phase schedule.

Assumptions

- The project work schedule will be five days a week, excluding weekends and holidays.
- Project work hours are between 8:00 AM and 5:00 PM daily.
- Meeting rooms at the customer site are readily available for stakeholders on a regular or as-needed basis.
- No overtime budget is available to cover project needs beyond what has been scheduled or to address unexpected delays.

Constraints

- Project staff will not be able to work weekends or holidays to make up any schedule delays.
- There are no current backfill opportunities for any of the currently assigned project staff.
- Customer stakeholders assigned to provide information and data to project staff must be timely. There must be no delays beyond 24 hours in order to meet the baseline schedule requirements.

Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor	Lisa Sellers	*Lisa Sellers*	11/01/2021
Department Sponsor	Tom Kane	*Tom Kane*	11/01/2021
Project Manager	Alexsandra Mah	*Alexsandra Mah*	11/01/2021

Project Approval Requirements

Tom Kane	Manager of XYZ facilities (project sponsor)
Alexsandra Mah	Project Manager, ABC Web Designs