

Capstone 1 – Project Charter

PROJECT CHARTER

General Project Information	
Project Name:	XYZ Company Website Expansion
Project Purpose:	Company XYZ desires a more professional website to support their growing company and growing customer base to enable efficiencies by allowing customers to see and order products online.
Executive Sponsors:	Roger Wilson, CFO for XYZ Company Lisa Sellers, XYZ Executive Oversight Committee Chairman
Department Sponsor:	Tom Kane, Manager of XYZ Facilities Edward Speck, XYZ Product Manager James Pulliam, XYZ Professional Services Manager Carol Donners, XYZ Warehouse Manager
Measurable Objectives:	Successful completion of the website will be evaluated by: <ul style="list-style-type: none">(1) All functional requirements being met and completed within 3-6 months of project charter acceptance.(2) The website will offer a responsive web interface.(3) Availability: 24 hours a day, 6 days a week.(4) Website should respond in no greater than 3 seconds.(5) The website should comply with all city, state, and international requirements in the following locations: Los Angeles, CA, Toronto, Canada, New York, NY, Paris, France, and London, England.(6) The website will be operable in the following languages: English, Spanish, Japanese, French, and Italian.(7) Satisfactory encryption will be implemented for all transactions.
High-Level Project Description	ABC Web Designs is engaged to provide the design, to build, and implement a website for XYZ Company within 3-6 months and to host, provide support, and maintenance for five years. The website will allow the growing customer base to see the full range of products and services offered by the company and offer the convenience of ordering online. In addition, the website will allow access to the company sales system.
High-Level Requirements	ABC Web Designs has been engaged by XYZ Company to design, build, test, implement, and maintain XYZ website for five years. This website will display a full range of products and services offered by XYZ Company and offer access to the XYZ Company sales system. Encryption will be applied for all transactions. Reporting functionality requirements will be met according to business needs. User interface will be responsive per device.
Overall Project Risks:	Anticipated Project Risks: Website capacity for processing several orders simultaneously may add time and/or resources. Risks associated with resource availability or resource knowledge may cause time delays. 3-6 months' timeframe may present a risk due to client response time. Performance issues relating to rendering pages in 3 seconds may present. Scope may change due to sub-standard product image quality. Cost may increase due to additional resources needed. Security may become a risk due to the potential for customer information stolen. Difficulty transforming data may prove problematic and require additional time.

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Project Team					
	Name	Department	Telephone	E-mail	
Project Manager:	Amy Campbell	PMO	Not provided	Not provided	
Core Team Members:	Helen Peters	Web Designer	Not provided	Not provided	
	Jason Morris	Senior Developer	Not provided	Not provided	
	Scott Fassett	Senior Web Designer	Not provided	Not provided	
	Cindy Lewis	Consulting Analyst	Not provided	Not provided	
Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)					
Name		Telephone	E-mail		
Roger Wilson		Not provided	Not provided		
Lisa Sellers		Not provided	Not provided		
Tom Kane		Not provided	Not provided		
Edward Speck		Not provided	Not provided		
Carol Donners		Not provided	Not provided		
Summary Milestone Schedule					
Project launch		2 weeks from project charter acceptance			
(Gather and finalize XYZ web requirements		3 weeks from project launch date)			
(Draft design		2 weeks from finalizing requirements)			
Final web design		1 week from draft design completion			
Web development completion		7 weeks from final web design			
Web user testing completion		3 weeks from development completion			
Live beta testing completion		4 weeks from user test completion			
(Perform final updates from beta testing		3 weeks from completion of live beta test)			
Go live		1 week from perform final updates			
Project Success Criteria <i>The project success criteria refer to measurable terms of what should be the outcome of the project that is acceptable to the end user, customer, and the stakeholders.</i>					
<p>The Project Success Criteria for the XYZ Company Website, is a website meeting all functional requirements, implemented within the 3-6 month deadline, meeting website performance criteria of 3 seconds response time, offer access to the company sales system via a responsive web interface, and include encryption for all transactions. The website will be available 24 hours a day, 6 days a week. The website should comply with all city, state, and international requirements in the following locations: Los Angeles, CA, Toronto, Canada, New York, NY, Paris, France, and London, England. The website will be operable in the following languages: English, Spanish, Japanese, French, and Italian.</p>					

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Project Exit Criteria *Exit criteria are the criteria or requirements, which must be met before completing a specific task or a process. It is a predefined set of conditions that must exist before a unit of project work can be deemed, completed.*

The XYZ project sponsor must accept and approve each milestone before ABC Web Designs can proceed to the next milestone step.

Assumptions *List any assumptions that are believed to be true either through Experience or high-level Historical Data. A Project Assumption is stated without any empirical evidence. All Project Assumptions are potential risks. Assumption Analysis is one of the important techniques for Risk Identification. Project Assumptions should be well Documented and well Communicated.*

All required equipment is freely accessible.
No training is required.
Access to XYZ Company product database has been secured.
Adequate resources have been allocated.
Team members will work on-site 5 days a week (with approved OT).

Constraints *List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).*

The project end date is 3-6 months. This may be problematic considering the holiday timeframe.
The budget may be impacted due to overtime hours.
Resource availability may present as a constraint due to the upcoming holidays, affecting the project end date.
Scope may be impacted by sub-standard product images. Additional scope may result.

Sign-off

	Name	Signature	Date (MM/DD/YY YY)
Executive Sponsor	Roger Wilson		<type here>
Department Sponsor	Tom Kane		<type here>
Project Manager	Amy Campbell		<type here>