**Project Charter Plan**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca City, 400158**

**2019**

**Table of Contents**

[1 Executive Summary 3](#_Toc5992296)

[2 Project Purpose/Justification 4](#_Toc5992297)

[2.1 Business Need/Case 4](#_Toc5992298)

[2.2 Business Objectives 4](#_Toc5992299)

[3 Project Description 5](#_Toc5992300)

[3.1 Project Objectives and Success Criteria 5](#_Toc5992301)

[3.2 Requirements 5](#_Toc5992302)

[3.3 Constraints 5](#_Toc5992303)

[3.4 Assumptions 5](#_Toc5992304)

[3.5 Preliminary Scope Statement 6](#_Toc5992305)

[4 Risks 7](#_Toc5992306)

[5 Project Deliverables 8](#_Toc5992307)

[6 Summary Milestone Schedule 9](#_Toc5992308)

[7 Summary Budget 10](#_Toc5992309)

[8 Project Approval Requirements 11](#_Toc5992310)

[9 Project Manager 12](#_Toc5992311)

[10 Authorization 13](#_Toc5992312)

# Executive Summary

The project aims to develop a tool that can be used internally into NTT Data Company to help for managing the project requirements that makes it easy to capture, trace, analyze, and manage changes.

Control requirements is a key to reducing cost, increasing efficiency, and improving the quality of the products.

For the past several years our company pays a lot of money on requirement tools that can be easily replaced by this tool that will be implemented in a first step as a Demo/Proof of Concept by a couple of students on the next Summer Internship Program.

# Project Purpose/Justification

The purpose of this project is to develop a Demo/Proof of Concept tool that can be later on implemented by an internal team and certified to be used on projects that adhere to V-Spice Model on Automotive Industry.

## Business Need/Case

This project is a need in our company to persuade the higher management that it can be implemented as a real tool and certified to be used later on, in outsourcing projects or even in local projects for Automotive Customers.

Best practice from Automotive SPICE process recommends a tool for managing requirements that is able to establish the technical requirements of the acquisition. This involves the elicitation of functional and non-functional requirements that consider the deployment life cycle of the products so as to establish a technical requirement baseline.

## Business Objectives

The business objectives for this project are in direct support of our corporate strategic plan to improve managing requirements and reduce costs associated with loss and waste.

* Design and implement a requirement tool within the Summer Internship of this year.
* Design and implement a template for the project structure
* Document the tool functionalities and implementation
* Reduce the amount of money invested in Requirement Management Tools.

# Project Description

This project aims to store the User Requirements,System Requirements, and Software requirements is a xml format documents. Load these files into a C# Application and provides the coverage for each requirement stored.

The tool shall be able to export the requirements file into a user friendly format to be easily read by the developers, higher management and even by the final customer.

A set of statistics will be generated to increase the traceability and achieve the optimum development process and tracking requirements.

As the project moves forward the details will be developed.

## Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the ISA project, the following objectives must be met within the designated time and budget allocations:

* Develop the tool that is able to manage the requirements.
* Develop the tool that adhere to ASPICE Process.
* Create a Demo/Proof of Concept to convince the higher management that a lower investment can be done to develop a tool that can be certified and use later on.
* Implement the solution across the organization within this summer, until 1st of September 2019.

## Requirements

This project must meet the following list of requirements in order to achieve success.

* The solution must be tested in after the development prior to deployment
* Solution must be implemented without disruption to operations

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

The following constraints pertain to the project:

* All security software must be compatible with our current IT platforms.
* All software must be purchased in accordance with the allocated budget and timeline.
* IT specialists will be provided as resources for this project.

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the stakeholders and NTT departments 1319.
* The purpose of this project will be communicated throughout the company prior to deployment
* The IT Department will provide additional resources if necessary.

## Preliminary Scope Statement

The project will include the design, testing, and delivery

All project work will be independent of daily and ongoing operations and all required testing will be done in the IT laboratory.

All project funding will be managed by the project manager up to and including the allocated amounts in this document.

# Risks

The following risks for the project have been identified:

* Potential disruption to operations during solution deployment.

# Project Deliverables

The following deliverables must be met upon the successful completion of the project.

* Fully functional application
* Technical documentation for the application.

# Summary Milestone Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | TBD |
| * Complete Solution Design | TBD |
| 1. Acquire Hardware and Software | TBD |
| 1. Deploy Solution | TBD |
| 1. Project Complete | TBD |

# Summary Budget

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| 1. Personnel Resources | TBD |
| * Hardware | TBD |
| 1. Software and Licensing | TBD |
| **Total** |  |

# Project Approval Requirements

Success for the project will be achieved when a fully tested, and all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter.

# Project Manager

Bogdan Cunita is named Project Manager for the duration of the Project. Mr. Cunita responsibility is to manage all project tasks, scheduling, and communication regarding the project. Mr. Cunita will provide weekly updates to the Department Delivery Manager.

# Authorization

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager