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PROJECT CHARTER PLAN
YOUNG ELECTRIC DATABASE

YOUNG ELECTRIC
594 GUN CLUB ROAD
CABOT, ARKANSAS 72023

DATE:
OCTOBER 5, 2020

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EXECUTIVE SUMMARY

For the past several years our company has been maintaining customer records utilizing the traditional paper and file cabinet. This has caused the company to misplace, lose and forget to add services rendered. The Young Electric Database (YED) project has been created to address and correct these issues and prevent further loss associated with the current record keeping practices. The project will integrate a database solution with the customers current website in order to establish a reliable database infrastructure.

PROJECT PURPOSE/JUSTIFICATION

Business Need/Case

The YE project has been created to increase organizational in order to prevent further miscalculations resulting from lost paper receipts and disorganization. The costs associated with the successful design and implementation of this database will be recovered as a result of the anticipated reduction in miscalculations of labor and equipment cost for each customer.
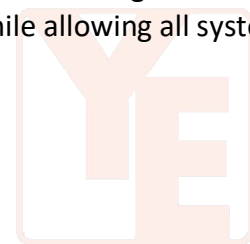
Business Objectives

The business objectives for this project are in direct support of Young Electric strategic plan to improve management of customers information and reduce costs associated with loss and waste.
- Design and test a new SQL Database infrastructure within the next 90 days
- Complete implementation of the new database infrastructure within the next 120 days

PROJECT DESCRIPTION

The YE project will provide increased productivity to the company's infrastructure. The YE project will utilize improved technology in the form of SQJ Database and software in order to provide real-time customer information via the internet. All software will be integrated into the company's current platform in order to establish increased security while allowing all systems and processes to continue without interruption.

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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 YE project, the following objectives must be met within the designated time and budget allocations:
- Create an ER diagram within the next 30 days
- Create the tables used to store customers information within the next 60 days
- Develop web pages using HTML, JavaScript and CSS within the next 90 days
- Achieve a simulated solution which allows testing within the next 120 days
- Implement the solution across the organization within the next 180 days

Requirements

This project must meet the following list of requirements in order to achieve success.
- The design and functionality must meet the specific requirements of the project sponsor
- The solution must be tested 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.
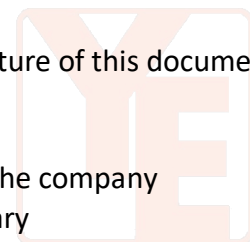
Constraints

The following constraints pertain to the ISA project:
- Web application must be searchable and interactive
- The web application must display the customers information in a logical order
- Project mentors are available at any time to provide expert advice and resources for this project
- The project sponsor is wanting a fully functional front-end application

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 project sponsor
- The purpose of this project will be communicated throughout the company
- The project sponsor will provide additional resources if necessary

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Preliminary Scope Statement

The YED project will include the design, testing, and delivery of a web-based database application to improve storing of customer information. All project work will be independent of daily and ongoing operations and all required testing will be completed during non-working hours. All project funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the web-based database solution is tested and deployed throughout the organization, all technical documentation is complete and distributed to the appropriate personnel and approved by the project sponsor.

RISKS

The following risks for the YED project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:
- Potential disruption to operations during solution deployment
- Links to other web pages not working
- Potential unavailability of web application due to server maintenance or are down
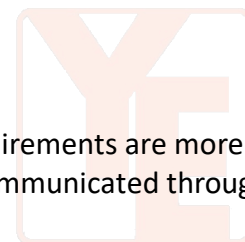- Web application not mobile-friendly

PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the ISA project. Any changes to these deliverables must be approved by the project sponsor.
- Fully deployed web-based database solution
- Technical documentation for web-based database solution
- Recommendation list for future enhancements for the web-based database solution

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 by the project manager.

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Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	**Target Date (mm/dd/yyyy)**
• Project Start	09/30/2020
• Complete Solution Design	12/07/2020
• Complete Solution Simulation	03/01/2021
• Complete Solution Simulation and Testing	04/01/2021
• Deploy Solution	05/01/2021
• Project Complete	05/15/2021

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**
• Personnel Resources	$0
• Hardware	$0
• Software and Licensing	$0
• IT Lab Preparation	$0
Total	**$0**

PROJECT APPROVAL REQUIREMENTS

Success for the YED project will be achieved when a fully tested database solution, and all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future database configuration considerations as we fully anticipate the

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necessity of this solution to evolve in order to provide a more robust solution. Success will be determined by the Project Sponsor, Mr. Jack Young, who will also authorize completion of the project.

PROJECT MANAGER

Alan Burks is named Project Manager for the duration of the YED Project. Mr. Burks' responsibility is to manage all project tasks, scheduling, and communication regarding the ISA project. Dr. Elizabeth Pierce and Mr. Bruce Bauer are available at any time to provide expert advice and resources for this project. Mr. Burks is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional funding must be requested through the Owner, Jack Young. Mr. Burks will provide bi-weekly updates to the Project Sponsor.

AUTHORIZATION

Approved by the Project Sponsor:

_____   Date: _____
Jack Young
Owner