PROJECT CHARTER FOR CREATING WEBSITE

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Introduction

The Renaissance Developers Limited, a company founded by a small group of IT professionals, the company has provided outstanding products and services to the information technology industry since the day it was launched. Renaissance Developers is a growing company of high-performing engineers and IT professionals that has been in operation since June 2014. The company provides services such as software development, website creation, content management systems (CMS), Social Media management, and much more. The company has been showing outstanding results by gaining awards in multiple categories for more than two years consecutively, starting in 2015. The company's presence in the industry has been increasing at a swift but steady rate, showing signs of expansion in their offerings to the public with their recent announcement of adding AI creation to their list of products and services. The company has been approached by FastCash Financials to come up with solutions that can increase their visibility and generate more leads. Their goal is to also find ways in which to optimize their business so as to achieve greater efficiency and increase revenue.

Based on research done by Renaissance Developers, we have curated several solutions that we believe could optimize FastCash Financials' business. We have come to the conclusion that, by creating a website, the business would be able to increase its digital footprint and become more engaging with online customers. Our hope is that this will contribute to the firm generating more leads and increasing market shares, which will result in growth in revenue.

To ensure a smooth and hassle-free flow of the project being engaged by the Renaissance team, the creation of a Project Charter is of utmost importance to the team. The purpose of this Project Charter is to outline the key details and objectives of the website development project for the loan company FastCash Finical. It provides a high-level overview of the project, including its

scope, deliverables, dependencies, assumptions, critical dates, success factors, risks, communication plan, budget, quality assurance, project governance, team roles and responsibilities, change management process, and a typical change request form.

Project Overview

The purpose of this project is to create a comprehensive website and social media presence for a financial loan company. The website will serve as the primary online platform for the company, providing information about the company, its products, and services, as well as facilitating loan applications and providing updates to applicants. The social media accounts will be used to enhance the company's online presence and engage with potential customers.

Key Features of the Website:

1. *GPS:* The website will include a location-based feature, utilizing GPS technology, to help visitors find the nearest branch or office of the loan company.

2. *About Company:* A dedicated section on the website will provide detailed information about the loan company, including its history, mission, vision, and core values. This section will aim to establish trust and credibility among visitors.

3. *About Product:* The website will showcase the loan products offered by the company. It will provide comprehensive details about each product, including interest rates, repayment terms, eligibility criteria, and application requirements.

4. *About Services:* A dedicated section will highlight the various services offered by the loan company, such as refinancing options, debt consolidation, and financial counseling. This section will emphasize the company's commitment to providing holistic financial solutions.

5. *Loan Calculator:* The website will feature an interactive loan calculator that enables visitors to estimate their monthly payments based on the loan amount, interest rate, and loan term. This tool will help users make informed decisions and assess their financial obligations.

6. *Submit Applications:* The website will provide an online application form where potential borrowers can submit their loan applications securely. The form will capture essential information required for loan processing, ensuring a streamlined application process.

7. *Receive Status Updates:* The website will have a secure login portal for loan applicants to access their account and receive real-time updates on the status of their applications. This feature will provide transparency and peace of mind to applicants.

8. *Frequently Asked Questions:* A comprehensive FAQ section will address common inquiries and concerns related to the loan company, its products, services, application process, repayment options, and more. This section will serve as a self-help resource for visitors.

Social Media Integration*:*

To maximize reach and engagement, the project will also include the creation and integration of social media accounts for the loan company. The social media accounts will be strategically managed and updated to provide regular updates, share informative content, engage with the audience, and drive traffic to the website.

Overall, the project aims to develop a professional, user-friendly, and informative website that serves as a valuable resource for potential borrowers. The inclusion of key features such as GPS, detailed information about the company, products, and services, loan calculator, online

application submission, status updates, and an FAQ section will enhance the user experience and streamline the loan application process. Additionally, the integration of social media accounts will extend the company's online presence and facilitate engagement with a wider audience.

Project Scope

The scope of the project includes the development and implementation of a website and social media presence for a financial loan company. The project will encompass the following key components:

1. **Website Development:**

- Design and create a visually appealing and user-friendly website.

- Implement responsive web design to ensure optimal viewing experience across devices.

- Develop a GPS feature to help visitors find the nearest branch or office of the loan company.

- Create an "About Company" section that provides information about the company's history, mission, vision, and core values.

- Design an "About Product" section to showcase the loan products offered by the company, including details on interest rates, repayment terms, eligibility criteria, and application requirements.

- Develop an "About Services" section to highlight additional services provided by the loan company, such as refinancing options, debt consolidation, and financial counseling.

- Implement a loan calculator that allows visitors to estimate monthly payments based on loan amount, interest rate, and loan term.

- Design and integrate an online application form for potential borrowers to securely submit loan applications.

- Develop a secure login portal for loan applicants to access their account and receive real-time updates on the status of their applications.

- Create a comprehensive FAQ section to address common inquiries and concerns related to the loan company, its products, services, and the application process.

2. **Social Media Integration:**

- Create and set up social media accounts (e.g., Facebook, Twitter, LinkedIn) for the loan company.

- Customize the social media profiles to reflect the company's branding and messaging.

- Integrate social media icons or links into the website for easy access and sharing.

- Develop a social media content strategy to provide regular updates, informative content, and engage with the audience.

- Drive traffic from social media platforms to the website to increase brand visibility and generate leads.

3. **Project Deliverables:**

- A fully functional website with an intuitive and responsive design.

- GPS feature integrated into the website to assist visitors in finding the nearest loan company branch or office.

- An "About Company" section providing comprehensive information about the loan company's history, mission, vision, and core values.

- An "About Product" section showcasing loan products, including interest rates, repayment terms, eligibility criteria, and application requirements.

- An "About Services" section highlighting additional services offered by the loan company, such as refinancing options, debt consolidation, and financial counseling.

- A loan calculator allowing visitors to estimate monthly payments based on loan amount, interest rate, and loan term.

- An online application form enabling potential borrowers to securely submit loan applications.

- A secure login portal for loan applicants to access their account and receive real-time updates on application status.

- A comprehensive FAQ section addressing common inquiries and concerns.

- Social media accounts (e.g., Facebook, Twitter, LinkedIn) set up and integrated with the website.

- Social media content strategy to engage with the audience and drive traffic to the website.

The project will not involve the development of mobile applications, integration with third-party payment gateways, or significant modifications to the loan company's existing IT infrastructure. The project scope may be refined and finalized during the planning phase in collaboration with the loan company to ensure alignment with their specific requirements and objectives.

Exclusions

The following items are excluded from the scope of the project:

1. Mobile Applications: The project does not include the development of dedicated mobile applications for iOS or Android platforms. The focus is solely on the website and its integration with social media accounts.

2. Third-Party Payment Gateways: The project does not involve the integration of third-party payment gateways for processing loan payments or transactions. Payment functionalities will not be included within the scope.

3. Significant Modifications to Existing IT Infrastructure: The project does not entail significant modifications or upgrades to the loan company's existing IT infrastructure, including backend systems, servers, or databases. The website and social media presence will be developed to integrate with the current infrastructure without major infrastructure changes.

The above exclusions are based on the information provided and the defined scope of the project. Any future considerations related to mobile applications, payment gateways, or IT infrastructure modifications would require separate assessment and planning.

Definitions:

- Project Charter: A document that outlines the key details and objectives of a project, including its scope, deliverables, dependencies, assumptions, critical dates, success factors, risks, communication plan, budget, quality assurance, project governance, team roles, responsibilities, change management process, and a typical change request form. (Newtown Square, (2017).)

- Project Sponsor: The individual or entity responsible for initiating and providing overall direction and support for the website development project. They provide resources, make critical decisions, and ensure project success. (Newtown Square, (2017).)

- Project Manager: The person responsible for planning, executing, and monitoring the website development project. They manage resources, oversee tasks, mitigate risks, and ensure project objectives are met. (Newtown Square, (2017).)

- Stakeholder: Individuals or groups who have an interest or influence in the website development project. This includes the project sponsor, project team members, end-users, clients, and any other parties impacted by the project. (Newtown Square, (2017).)

- Scope: The defined boundaries and deliverables of the website development project. It outlines what will be included in the project and what will be excluded. (Newtown Square, (2017).)

- Deliverable: Tangible or intangible items that need to be produced or completed as part of the website development project. This includes the final website, documentation, design assets, and any other agreed-upon outputs. (Newtown Square, (2017).)

- Milestone: Significant points or events in the project timeline that mark the completion of key deliverables or signify progress. Milestones provide a basis for tracking and evaluating project performance. (Newtown Square, (2017).)

- Risks: Potential events or circumstances that may have a negative impact on the website development project. Risks are identified, assessed, and appropriate mitigation strategies are developed to minimize their impact. (Newtown Square, (2017).)

- Assumptions: Factors that are considered to be true, real, or certain for the purpose of planning the website development project. Assumptions help guide decision-making and set expectations. (Newtown Square, (2017).)

- Constraints: Limitations or restrictions that affect the website development project, such as time, budget, resources, and technological capabilities. Constraints define the boundaries within which the project must be completed. (Newtown Square, (2017).)

- Communication Plan: A plan that outlines how project information will be shared, reported, and distributed among stakeholders. It includes communication channels, frequency, and the responsible parties. (Newtown Square, (2017).)

- Change Management: The process for identifying, evaluating, and implementing changes to the website development project. It includes assessing change requests, determining their impact, and managing their implementation. (Newtown Square, (2017).)

- Quality Assurance: The activities and processes that ensure the website meets specified quality standards. It includes testing, review, and validation to ensure functionality, usability, security, and performance. (Newtown Square, (2017).)

- Project Closure: The formal conclusion of the website development project. It involves finalizing deliverables, conducting project reviews, archiving project documentation, and transitioning responsibilities. (Newtown Square, (2017).)

Dependencies:

- Marketing Team Collaboration: The successful implementation of the project relies on the collaboration and support of the marketing team to provide branding assets, content, and strategic guidance for the website and social media presence.

- Availability of IT Resources: The project is dependent on the availability of IT resources, including hardware, software, and network infrastructure, to support the development, hosting, and maintenance of the website and social media accounts.

- Content Gathering: The timely provision of necessary content, such as company information, product details, service descriptions, and FAQ responses, is essential for the project's progress.

Assumptions:

- Project Charter: It is assumed that the Project Charter will be approved and accepted by all relevant stakeholders before proceeding with the website development project.

- Project Plan: It is assumed that a detailed project plan will be created, including a timeline, resource allocation, and task dependencies, to ensure effective project execution.

- Development and Testing: The development and testing activities will be conducted by the in-house development team, following industry best practices and quality standards.

- Training: The loan company staff members will receive the necessary training and documentation to effectively manage the website, update content, and handle customer inquiries.

- Customer Services: The loan company will have appropriate customer service processes and personnel in place to handle inquiries and support related to the website and loan applications.

- Workstation Compliances: The loan company's workstations and systems meet the required technical specifications, security protocols, and software compatibility for accessing and utilizing the website and associated tools.

Critical Project Dates:

Projects	Date
Project Commencement Meeting	July 01, 2023
Completion of Website Development	September 15, 2023
Social Media Account Setup	September 01, 2023
Content Review and Finalization	August 31, 2023
User Acceptance Testing	September 08, 2023
Launch of the Website and Social Media Presence	September 29, 2023
Training for Loan Company Staff:	September 18 – 22, 2023

Critical Success Factors:

1. Timely Delivery: Ensuring that the website development project is completed within the agreed-upon timeline is critical for meeting the loan company's objectives and launching the online platform to attract potential customers and generate leads.

2. High-Quality Design and Functionality: The website must have a visually appealing design, intuitive navigation, and seamless functionality to provide an exceptional user

experience. It should accurately represent the loan company's brand and instill trust and credibility among visitors.

3. Effective Communication and Collaboration: Establishing open and efficient communication channels between the project team, loan company stakeholders, and other relevant parties is crucial for gathering requirements, addressing concerns, and making timely decisions throughout the project lifecycle.

4. Integration with Social Media Platforms: The successful integration of the loan company's social media accounts with the website is essential for expanding its online presence, engaging with potential customers, and driving traffic to the website.

5. Training and Knowledge Transfer: Providing comprehensive training to loan company staff on website administration, content management, and customer support is vital for ensuring smooth operations and maximizing the benefits of the website and social media presence. (Yarbrough, 2021)

Risk Register:

Risk Description	Likelihood	Impact	Mitigation Strategy
Delays in Content Provision	Medium	High	Establish clear content deadlines with the loan company and allocate resources to assist with content creation if needed.
Technical Issues or System Downtime	Low	Medium	Regularly monitor and maintain the website's hosting infrastructure to minimize the risk of technical issues or system downtime. Implement backup and recovery mechanisms to mitigate potential data loss.

Inadequate User Acceptance Testing	Medium	Medium	Develop a comprehensive user acceptance testing plan, involving loan company representatives to ensure that all website functionalities are tested and validated before launch.
Insufficient Training for Loan Company Staff	Medium	Medium	Develop a structured training program, including documentation and hands-on sessions, to equip loan company staff with the necessary knowledge and skills to effectively manage the website and engage with customers.
Lack of Stakeholder Involvement or Approval	Medium	High	Establish a clear stakeholder engagement plan and communicate project progress and updates regularly to ensure their involvement and obtain timely approvals.
Limited Adoption and Engagement on Social Media	Low	Medium	Implement a social media content strategy that aligns with the loan company's target audience and objectives, including regular updates, engaging content, and responding to user interactions promptly.

(Ray, 2021)

Communication and Reporting Plan

 The communication and reporting plan aims to ensure effective collaboration, information sharing, and project progress tracking among stakeholders. The plan includes the following key elements:

1. Project Commencement Meeting: Conduct an initial meeting with all relevant stakeholders to introduce the project, discuss objectives, and establish communication channels and expectations.

2. Regular Status Meetings: Schedule regular project status meetings to update stakeholders on progress, discuss key milestones, address any issues or concerns, and make decisions as needed.

3. Progress Reports: Provide regular progress reports detailing accomplishments, milestones achieved, tasks completed, and upcoming activities. These reports will be shared with project stakeholders via email or a designated project management platform.

4. Communication Channels: Establish and maintain effective communication channels, such as email, project management tools, and virtual collaboration platforms, to facilitate ongoing communication and quick information sharing among team members and stakeholders.

5. Issue and Risk Management: Maintain a centralized system for tracking and reporting project issues and risks. Any identified issues or risks will be documented, communicated to relevant stakeholders, and addressed promptly to minimize their impact on the project.

6. Change Requests: Establish a process for handling change requests, including a standardized change request form. Changes will be documented, evaluated for their

impact on scope, timeline, and budget, and approved by the project sponsor or appropriate stakeholders before implementation.

7. Stakeholder Engagement: Foster proactive engagement and communication with stakeholders throughout the project. Seek their input, involve them in key decision-making, and ensure they are informed about project updates, milestones, and any changes that may affect them.

8. Escalation Process: Define an escalation process to address any unresolved issues or concerns. This process will outline the appropriate escalation points and the steps to be taken if a resolution cannot be achieved at the project team level.

The communication and reporting plan will be flexible to accommodate the needs and preferences of stakeholders and will be adjusted as necessary throughout the project lifecycle to ensure effective communication and stakeholder engagement. (Patil, 2022)

Budget

Component	Amount (JMD)
Website Development	
- Design, Development, Testing	$1,500,000.00
- GPS Functionality	$250,000.00
- Loan Calculator Integration	$250,000.00
- Application Submission	$200,000.00
- Status Updates	$50,000.00
Social Media Integration	
- Social Media Account Setup	$500,000.00

- Content Strategy Development	$250,000.00
Infrastructure and Hosting	
- Website Hosting and Security	$750,000.00
- Social Media Hosting and Security	$250,000.00
Training	
- Website Administration and Content Management	$375,000.00
- Customer Support Training	$250,000.00
Project Management	$500,000.00
Contingency (10% of the total estimated cost)	$512,500.00
Total Budget	$5,125,000.00

The budget will be finalized during the planning phase, in collaboration with the loan company, and will be subject to approval.

Quality Assurance

Testing Plan*:*

A comprehensive testing plan will be developed to ensure the quality and functionality of the website. The plan will include the following key elements:

- Functional Testing: We will verify all functional requirements and features of the website, such as navigation, forms, calculators, and user account functionalities. This will ensure that the website meets the intended objectives and operates as expected.
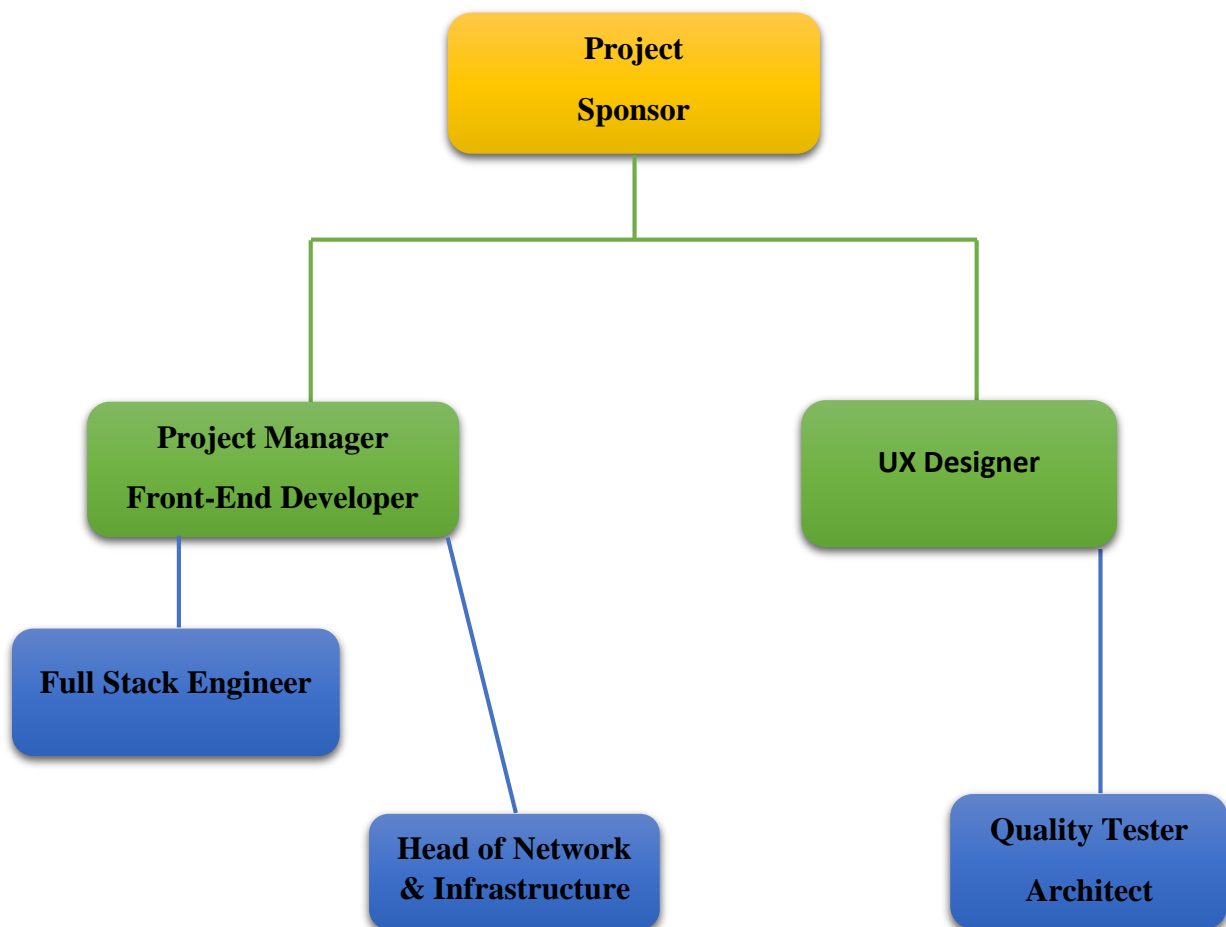
- Usability Testing: We will evaluate the user experience and interface design to ensure ease of use, accessibility, and intuitiveness. This includes assessing the website's layout, clarity of instructions, and overall user satisfaction.

- Compatibility Testing: The website will be tested on different browsers, devices, and operating systems to ensure consistent performance and display across platforms. This will guarantee that users can access and use the website seamlessly, regardless of their preferred devices or software.

- Security Testing: We will assess the website's vulnerability to security threats and implement necessary measures to protect user data and prevent unauthorized access. This includes testing for potential vulnerabilities, implementing encryption protocols, and following industry best practices to safeguard user information.

- Performance Testing: We will evaluate the website's performance under various conditions, including load testing to assess its response time and stability. By conducting performance tests, we can identify potential bottlenecks, optimize website speed, and ensure a smooth user experience.

- Regression Testing: We will conduct tests to ensure that new updates or modifications do not introduce any issues or negatively impact existing functionalities. This includes retesting previously tested features and functionalities to confirm their continued smooth operation.

- User Acceptance Testing (UAT): We will involve loan company representatives and end-users to perform real-world testing scenarios and provide feedback on the website's usability and functionality. This will help validate the website's alignment with user requirements and ensure it meets their expectations.

Testing Method*:*

The testing will follow a structured and iterative approach, with dedicated test cycles and feedback loops. It will involve a combination of manual testing by experienced testers and automated testing using appropriate tools and frameworks. Test cases, scenarios, and expected results will be documented, and test reports will be generated to track testing progress and outcomes. The testing process will adhere to industry best practices and standards.

Project Governance

Organizational Structure:

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                        │    Project      │
                        │    Sponsor      │
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Project Manager
Front-End Developer

UX Designer

Full Stack Engineer

Head of Network & Infrastructure

Quality Tester Architect

The organizational structure for the project will involve the following key roles:

1. Project Sponsor: The executive-level representative from FastCash Financials who provides overall support, strategic guidance, and decision-making authority for the website development project.

2. Project Manager: The individual responsible for planning, coordinating, and overseeing the project. They will manage resources, monitor progress, mitigate risks, and ensure the successful delivery of the project within the agreed-upon scope, timeline, and budget.

3. Project Team: The team of professionals from Renaissance Developers Limited, including web designers, developers, testers, content writers, and other necessary roles. Each team member will have specific responsibilities and contribute to different aspects of the project.

4. Loan Company Representatives: Key stakeholders from FastCash Financials who will collaborate closely with the project team, provide requirements and feedback, and participate in decision-making processes.

Steering Group*:*

The project will have a designated Steering Group composed of senior stakeholders from FastCash Financials and Renaissance Developers Limited. The Steering Group will provide strategic guidance, direction, and oversight throughout the project. They will review and approve major project decisions, ensure alignment with organizational goals, and monitor project progress and performance. The Steering Group will meet at regular intervals or as needed to discuss project updates, address issues, and make critical decisions.

The project governance structure will ensure clear accountability, effective communication, and timely decision-making throughout the website development project.

Project team roles and responsibility

Project Manager/Front-End Developer

- Planning the project

- Assembling a team

- Setting deadlines and monitoring project progress

- Problem solving

- Managing resources

- Communicating with stakeholders

- Evaluating project performance

- Working with clients to develop the overall look and design of a website

- Writing website code with programming languages such as HTML, C++ and Java

- Producing, maintaining and modifying websites and user interfaces

- Incorporating applications, graphics, audio and video clips into client websites

- Creating tools that enhance the user's website experience

- Ensuring websites are accessible across many platforms, including laptops and

 smartphones

- Routinely testing websites for ease of use, speed and other quality factors

- Fixing any website issues or bugs that arise (Front End Developer Job Description: Top

  Duties and Qualifications, 2023)

UX Designer

- Conduct testing of sample applications, websites and software to Assess user experience and ease of design

- Use recent studies and findings to establish the best overall design elements to include in UX design experiences

- Build storyboards to conceptualize designs to accurately convey project plans to clients and senior management

- Create surveys for research through various media platforms to gather feedback on user's ease of use and satisfaction interfacing on company websites and products

- Design the aesthetics to be implemented within a website or product, from the layout menus and drop-down options to colors and fonts allowing for interface edits as needed.

- Analyze customer responses and website data to examine high traffic web pages and determine why certain webpages perform better

- Enhance user experience by creating seamless navigation through various digital programs and interfaces within the company

- Combine interface design concepts with digital design and establish milestones to encourage cooperation and teamwork. (UX Designer Job Description, 2023)

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Full Stack Engineer

- Collaborate with development teams and product managers to create innovative software solutions.

- Keeping up with the latest advancements in programming languages and server apps.

- Create new, dynamic, front-end, and backend software products and apps that are dynamic and visually appealing.

- Able to develop entire architecture, responsive design, user interaction, and user experience.

- The ability to use databases, proxies, APIs, version control systems, and third-party applications.

- Offer suggestions for ongoing improvement, and add or remove features as necessary.

- Design a plan for stability, scalability, performance optimization, and ongoing improvement.

- Keep track of new development-related tools, frameworks, methods, and architectures.

- The developer is in charge of creating APIs depending on the architecture of the production application.

- All operating systems, including Windows, macOS, and Linux, must support applications without issues. (Garg, 2023)

Head of Network & Infrastructure

- Partners with CIO to lead the technology infrastructure strategy and execution for the enterprise

- Planning, project management and implementation leadership, identifying opportunities for automation, cost savings, and service quality improvement.

- Provides infrastructure services vision, enables innovation and seeks to leverage IT trends that can create business value consistent with the company's requirements and expectations.

- Development of enterprise standards and technology architecture and the IT operations governance process.

- Conduct product and vendor evaluations ensuring best in class technologies and partners

- Supporting the Test Manager with their strategic goals for the Test Team by providing technical support.

- To assist in the design and delivery of the team's overall testing methodology, have a wide understanding of testing methodologies, procedures, and techniques.

- Have the capacity to monitor the testing function's efficiency and make adjustments based on insights acquired through analysis at all stages of the SDLC/STLC.

- Determine which tools and technologies can be deployed, keeping in mind what is already in use throughout the development function and the team's skill set.

- Develop the test automation framework, harnesses, and code libraries so that the team can utilize and improve them across many projects. Take charge of test infrastructure, including environments and software, and collaborate with teams like DevOps and Support on CI/CD and IT budgets. (Head of IT Infrastructure, 2023)

Quality Tester/Architect

- Writing test plans according to the client's requirements and test strategies.

- Preparing a test campaign with the largest test coverage

- Perform testing on systems of different versions

- Analyze the test outcomes and find the bugs

- Report and manage the bugs using bug tracking tools

- Alert the team of rising issues in the project

- To assist in the design and delivery of the team's overall testing methodology, have a wide understanding of testing methodologies, procedures, and techniques.

- Have the capacity to monitor the testing function's efficiency and make adjustments based on insights acquired through analysis at all stages of the SDLC/STLC.

- Determine which tools and technologies can be deployed, keeping in mind what is already in use throughout the development function and the team's skill set.

- To test and other business functions, provide technical know-how, documentation, and training. Keep up with new process, practice, and technology advances so that they may be adopted in-house and used to improve the testing solutions (Who are Test Architects? What are their Roles/Responsibilities?, 2021)

Change Management Process

1. Prepare for change.

This step involves understanding the necessary changes and preparing staff members for what's to come. It's an important part of the process, ensuring the change manager supports staff through any concerns and manages resistance by communicating the process and getting buy-in from employees.

2. Create a vision for change

This stage is about creating the strategy to reach transformation once Client have agreed for a change. Those involved set goals, delegating key performance indicators (KPIs) and tasks to the relevant parties. The change management team makes plans to account for possible problems and helps everyone understand their role in managing processes at each level.

3. Implement changes

This step puts the change plans into action. Excellent management and communication are key here, and change managers need to make sure everyone is doing their duties and that employees are still happy and empowered, to ensure everything runs smoothly.

4. Embed and solidify changes

Once the changes have been made, it's vital to make sure the transformation is in place so that staff members don't slip back into old ways. This step ensures systems are in place to train staff and clarify new structures, workflows, and rewards.

5. Review and analyse

The final stage of the process is important to make sure that changes continue and are beneficial.

Change managers review what worked and what didn't work to make adjustments

accordingly. (Coursera, 2023)

Appendix

CHANGE REQUEST FORM

Change Description		
Project Name:	**Change Name:**	**Number:**
Requested By:	**Contact:**	**Date:**
Description of Change:		
Reason for Change:		
Priority [Circle One]: 1. High 2. Medium 3. Low		
Impact on Deliverables:		
Impact of Not Responding to Change (and Reason Why):		
Date Needed:	**Approval of Request:**	**Date:**

Change Impact
Tasks/Scope Affected:
Cost Evaluation:
Risk Evaluation:
Quality Evaluation:
Additional Resources:
Duration:
Additional Effort:
Impact on Deadline:
Alternative and Recommendations:
Comments:

Sign Offs	
[Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested	
Comments:	
Project Manager Signature:	**Date:**
Decision Maker Signature:	**Date:**

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