Project Charter
<< Group 09>>

Project Charter			
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Approval	Van der Heiden Company	**Date:**	05.06.2020
Project Owner	Van der Heiden Company	**Version Number:**	1

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1 Introduction / Management Summary

Purpose:

This Project charter describes on a high level what has to happen for the Group 09 project. The information in this document must provide a full and firm foundation to project owner to be able to decide on the start of the project. This means either moving forward towards to start the project and organization or stop the project because achieving the goal or the business case is not feasible, within the constraints defined. This document formulates why this project is relevant (section 2). It gives a definition of the project and an initial break up on who is involved, when and how, in the process of delivering all the products (section 3). The choice of solution and approach that will be used is described, taking into account various considerations, in section 4. In section 5 the customer quality expectations and acceptance criteria are formulated, because they will be evaluated at the end of the project. Based on the material from section 2 up to 5 initial lead time and effort estimates are derived in section 6. An outline business case in section 7 contains a initial statement on costs and benefits that form the expected net benefit of this project. By this setup the Project Charter describes a first full iteration around the “project square” from scope (S), through quality (Q) along time & effort (T) into budget (B). The items Risks (R) and Organization (O) complete the project description in this Project Charter.

- The transport/logistics company Van der Heiden in Venlo requested an information system for their business and planning processes such as managing the data of the trucks, trailers, and employees. The company owner wants to replace the paperwork with the system we should develop. The changes should improve the process times and reduce errors. Additionally, the system should be able to help the planner and accountant to schedule the main process in the most effective way.

Advice:

- Based on the analysis carried for this Project Charter, our advice would be to create a JavaFX Application with Scenebuilder to have a more effective visualization of how to create a good user interface. All the information we receive is based on the interviews and the analysis carried for this project Charter.

- The Business and IT costs for Group 09, are 2000 € (4 students / 1 Semester / 500 € study fee per person), in which additional costs can not be calculated. in comparison to a not calculated (in terms of costs) expected benefit.

2 Goal of the project (S,Q,T,B)

The goal of this project is to digitalize their organizational system and reduce paperwork, error, costs, and process times to improve the problems. In order to achieve a working application, we apply several tools to organize the project. In the first stage of the project, we need to gather information about the requirements by taking into consideration the customer's needs and wishes. Later on, we will use the created artifacts to program an application that can be delivered to the customer.

2.1 Background information

The Van der Heiden logistics company is stationed in Venlo and offers Liquid deliveries within the Netherlands and the border region. It is specialized in transporting hazardous liquid.

3 Project Scope (S)

3.1 Project definition

The project needs to achieve the development of a complex information system, including a customer's portal**.**

3.2 Project scope and exclusions

On high level the following aspects will be impacted by the Group 09 project:

Architecture aspect	**Involved entities**
Organization	Owner, planners, accountants, drivers, customers
Process	Business, planning, administration
Information	Interviews, Van der Heiden
System	Java, JavaFX, Scenebuilder, PostgreSql, Intellij
Infrastructure	three layered architecture

On the level of the individual changes the impacts on the same architecture-aspects will be specified in the requirements documents. Some highlights from the list of changes are

- A working java desktop application
- connection to a SQL database so that data which have been entered in the user interface are stored in there and can be processed any further throughout the working processes (e.g. create a work order plan)

The scope list is maintained in a central document and is formed by all changes planned for Group 09, by allocation to the correct version.

Not in Scope:

We are not focusing on the costs, as purchasing/ providing hardware (computers, servers, IT infrastructure etc.) since this is not part of our project. Because of this Information, it is not possible to calculate the costs.

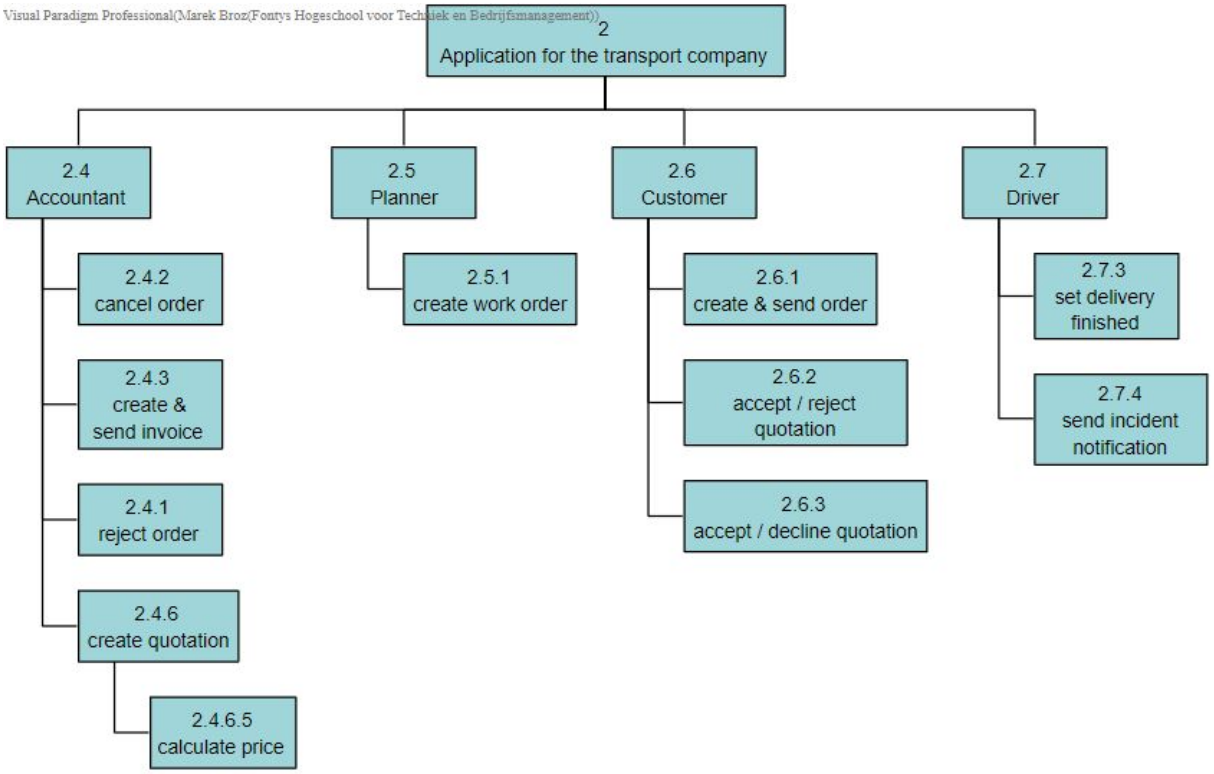
3.3 Relations & interfaces

Below the main external relations and interfaces the Group 09 project has to take into account:

- Infrastructure: Heiden company
- Legal Statuses: all laws that need to be considered (safety, shifts etc.)

3.4 Products and Services to be delivered

During the Project Startup and Project Initiation phases the flow of the application is shown. Below is the work breakdown representation of our project.



4 Approach (S,Q,T,B)

- The main goal is to replace all paperwork based processes with digital processes within the system, such as: creating offers, orders, invoices etc.

The workflow will be as follows:

- spit into 2 groups (Frontend / Backend)
- have meetings at least 2x a week with both groups to discuss decisions and to talk over the changes for the past week of work
- usage of trello board as a work checklist to keep both teams aware of the work that is finished and needs to be done. This also helps the teams to see the progress of the other group.
- an extensive crunch period is necessary 2 weeks before the deadline

External help

- Resources online to help us with error messages and other design issues.
- Occasional meeting with a student assistant to discuss major problems or design choices
- weekly meetings with our project mentor to discuss design questions, progress made, questions regarding the implementation

Achievement of our goals

- have frequent meetings in which we discuss how to proceed and distribute work
- work together on certain tasks and help each other out
- Trello to organize the work and see distributed tasks
- GitHub to share the artifacts and code
- remember the deadline -> ensure to not fall behind the schedule
- (external) skills required: programming knowledge (java basic skills), know how to model diagrams to prepare a good structure foundation for the application on which the project can be set up upon, know how to set up a relational database, knowledge about using Docker, understand how a rest api works and how to connect it to the project using http requests, know how to establish a database connection in java

5 Quality (Q)

5.1 Customer quality expectations

These statements describe when the project and its effects afterwards will be considered successful by the demanding customer. Depending on the user groups of the software, the information system needs to include the following functions

- Driver: see the assigned work order plan with all needed details, confirms if an order is delivered
- Customer: send orders, receive quotations, see invoice, see order confirmations
- Owner: having access to all tabs from the Accountant, Planner and Driver, delete, add, edit master data
- Planner: creates work order plan for the drivers (assign truck/ trailer…), see which trucks, trailers, drivers are available
- Accountant: close order, send invoices, send quotation, calculated a proposed price

5.2 Acceptance criteria

The criteria listed here will be applied to the end product by the project steering cie. at the end of the project to decide on project closure. The tolerances described in the business case section must be considered in this decision to determine the bandwidth for a positive outcome.

- All use cases need to be discussed / approved by the Van der Heiden Company. If the use cases exceed the time limit, the customer (Van der Heiden Company) needs to prioritize the main use cases.
- If the above functionalities are implemented and working the project closes.

For relevant management and specialist products the product descriptions describe the acceptance criteria. See the Product Description section in this document for the main M0 products. Additional products can be required to come to a complete set of information to take a founded decision on the approval of project initiation (start phase 1). Check the SDLC reference cards for which products can be relevant.

5.3 Prerequisites & Constraints

The following items form either a start condition at the start of the project or boundary conditions that must be met during the project.

- distinguish between hazardous and non hazardous trucks
- certain laws (8 working hours a day, limited trips for the drivers)

Failing to meet these conditions will cause substantial risks for progress of the project or the achievability of the desired end result.

6 Time and effort (T)

Based on the initial impact analyses the following estimates were derived on lead time and required effort to achieve the project goals:

Project phase	**Lead time** (start-end)	**Business effort** (days)	**IT effort** (days)
Start up and Initiation	03.02.2020 – 12.03.2020	6	6
Sprints: (Design, Realization and Confirmation, deployment)	16.03.2020	40	70
Final deployment and go live	/	/	/

7 Outline Business Case (B)

7.1 Alignment with corporate strategy

As quoted above the main business drivers for Group09 are:

- Reduce complexity of the process
- Increase flexibility of the process
- Not possible to be defined at the moment

Achieving this by realizing the system changes and implementing the work approach according to the improved concepts and process is a must-have item before the roll-out of Group 09 can be started up again.

Benefits

- Savings on process step efficiency to get there faster
- Savings on data entry and paper procedures to improve efficiency and planning
- Enabling new process(-steps) that can improve the workflow

Costs

- not measurable

7.2 Project Tolerance

- Needs to be defined with the Van der Heiden Company

8 Risks and assumptions (R)

During the investigation for this Project Charter several risks were mentioned:

- Concept and process discussion takes too long to achieve the desired quality level for the project start deliverables requirements and initial impact analysis on time
- Technical problems which could cause a delay of implementation for a specific scope
- Deadline pressure because the application is not ready which could cause a lack of motivation of cooperation in the team
- Illness of a coworker impacts the time management as well as a wrong time insight

For the creation of the PID these risks will be analyzed and where relevant translated into extra activities or checkpoints in the project. Risk owners will be appointed then to monitor the evolution of the risks.

9 Organization (O)

Initial resourcing of project:

- Project St. Cie: Group 09
- Executive/Project Owner: Van der Heiden Company
- User: Management, Planning Dept., Accountant Dept., Drivers & Customer
- Supplier: none
- Project Manager: Laura Baus, Dorothee Schilling

Involved people:

- Clients: Van der Heiden Company
- End users: Employees & Customers of the Van der Heiden Company
- Other involved: none