

Project Charter

GENERAL PROJECT INFORMATION	
Project Name	Project ID/Number
Digital Card Mobile App	12
	Date Prepared
	4 Nov, 2022
Project Sponsor	
Khaled	
Project Manager	Program Manager
Maha B.	Mohammad B.
Team Members	
<ul style="list-style-type: none">• Manal: UI Designer• Marwa: App developer• Ahmad: Back-end developer• Khaled: Information architect• Saeed: Content producer	
Other Key Stakeholders	
<ul style="list-style-type: none">• Customers/users• Partners/Shops sales staff• Shops marketing representatives• Discount card company• Customer service department	

SCOPE STATEMENT
Business Need and Problem Statement
develop a digital discount card using a mobile app
Project Goals and Objectives (Deliverables)
<ul style="list-style-type: none">• View all current promotions and discounts• Replace the physical card by a digital one on the mobile• Integration with GoogleMaps to see nearby offers in restaurants, stores, clinics and medical centers• Provide necessary training to stakeholders

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Benefits
<p>Team members will:</p> <ul style="list-style-type: none"> • Users will have a mobile-integrated digital card to use instead of a physical one that takes up space • Suggestions of shops will be available to hesitant users • QR code is a faster, more convenient, more sanitary identification feature than card numbers
Metrics
<ul style="list-style-type: none"> • Number of new users • Discounts usage rates • Overtime costs • Number of trained sales staff • Number of complaints or inquiries

SUPPORTING DETAIL
Cost
<p>A budget of \$155,000 is allocated, however, the current estimated costs will include</p> <ul style="list-style-type: none"> • Software (\$6000+\$40,000) • Consulting (\$125 * 160) • Internal Costs (\$85*400) • Project Manager time (\$85*320) • Fun event for the team (\$100)
High-Level Phases (<i>Project Lifecycle</i>)
<p>Detailed Plan Develop Deploy Support</p>
Critical Milestone Date(s) – <i>include desired end date</i>
<ul style="list-style-type: none"> • PA+1 week = Planning Complete • PA+4 weeks= Mobile app structure complete • PA+6 weeks = 80% Software developed • PA+8 weeks = 90% Software developed • PA+10 weeks = 100% software developed and users trained

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Constraints/Assumptions	
<ul style="list-style-type: none">••••••	<p>The estimated number of cards to be replaced is correct</p> <p>Sponsor will communicate this project as a priority that will take precedence over other current projects</p> <p>All processes will be conducted in-house</p> <p>SOW is signed with the discount card company</p> <p>Funds are available for project immediately.</p> <p>All project team members have <4 year experience</p>
Risks	
<ul style="list-style-type: none">•••	<p>QR code may take time to update</p> <p>Username & password authentication mechanism may not seem efficient to users</p> <p>Limited scalability on the mobile app</p>

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ADDITIONAL INFORMATION	
Sponsor Responsibilities	
<ul style="list-style-type: none"> • Provide funding on a timely basis • Clear the path for project execution by communicating with organization • Be supportive and flexible • Protect the integrity of the project objectives • Follow defined change control procedures • Attend midnight bowling session • Be designated driver 	
Program Manager Responsibilities	
<ul style="list-style-type: none"> • Provide at least 40 hours of Maha B. times, and emphasize the importance of the project. • Identify risks and assist in response and contingency planning • Identify potential conflicts between this project and other program projects • Assist in communicating with the project team members • Participate in pilot 	
Project Manager Responsibilities	
<ul style="list-style-type: none"> • Communicate weekly • Ensure deliverables and milestones are met on a timely manner • Ensure budget is not exceeded • Keep team spirit high 	

<i>We agree that this is a viable project, and we will support it.</i>	
Date: 4 Nov 2022	Date: 4 Nov 2022
Project Manager	Program Manager
Date: 4 Nov 2022	
Sponsor	

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Project Charter Prerequisite Activities

- Create a team
- Identify stakeholders
- Define customer needs, expectations, deliverables, scope, timing, and budget
- Communicate the above with the team to ensure a satisfactory result