

IT Proj. Mgmt – Lab 3

09/10/20

Q1.

Description - A *project charter* is a formal and short document that describes your project in its entirety. This includes everything like the plan you have for the project and the objectives for the project. It will also tell you the stakeholders and how crucial it is to include them as they are a part of the project.

<https://www.wrike.com/project-management-guide/faq/what-is-a-project-charter-in-project-management/>

Working Definition - You can easily make a project charter yourself, you have to define the project vision, organise the project structure, have an implementation plan, and estimate the risks, issue, budget. You must focus on the tasks/deliverables for the project.

Why do we need a project charter? If the charter is created correctly using the above points, then this shows us the value of the project.

<https://www.projectmanager.com/blog/project-charter>

<https://www.simplilearn.com/project-charter-and-its-importance-article>

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Q2.

Project Charter – IT3

| 1. General Project Information | | | | |
|--|---|------------------|------------|-----------------------|
| Project Name: | IT3 – Year 3 | | | |
| Executive Sponsors: | S. Mert Halici (me) | | | |
| Department Sponsor: | S. Mert Halici (me) | | | |
| Impact of project: | Activities carried out during the project | | | |
| 2. Project Team | | | | |
| | Name | Department | Telephone | E-mail |
| Project Manager: | S. Mert Halici | Computer Science | 0871234567 | Sabri.halici@mycit.ie |
| Team Members: | N/A | N/A | N/A | N/A |
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| 3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project) | | | | |
| The stakeholder of this project will be me (S. Mert Halici). It is in my interest to finish this project and I am the only one affected by the outcome of this project. | | | | |
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| 4. Project Scope Statement | | | | |
| Project Purpose / Business Justification Describe the business need this project addresses | | | | |
| The scope of this project or the overall goal of this project is to complete Year 3 in Cork Insitute of Technology without any failure to any modules and pass with successive rate to the module. Also, completing important assignments and exams. | | | | |
| Objectives (in business terms) Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy | | | | |
| The main objective is to pass every module. The amount of time you put into the module results in the quality of your grade. Reducing the time spent on assignments and tasks for a module, decreases your grade for x module. | | | | |

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| Deliverables <i>List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)</i> For me the deliverables are the assignments and tasks the lecturers give us. Also, any other 'percentage' towards the final grade for x module is a deliverable for me. | | | | | | | | | |
|--|---------------------------|------|---------------------------|-------------|-----|-------------------|--------|---------------|--------|
| Scope <i>List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)</i> The scope of this project is to complete the modules accordingly with the lecturers' needs. I need to finish assignments that count towards the module grade. This project addresses my pass to Year 4. | | | | | | | | | |
| Project Milestones <i>Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</i> Assignments – Finish all assignments by November/December. Labs – Finish by a weekly basis until week 12 (December) Lectures – Finish by a daily basis until week 12 (December) | | | | | | | | | |
| Major Known Risks (including significant Assumptions) <i>Identify obstacles that may cause the project to fail.</i> <table border="1"> <thead> <tr> <th>Risk</th> <th>Risk Rating (Hi, Med, Lo)</th> </tr> </thead> <tbody> <tr> <td>Social Life</td> <td>Low</td> </tr> <tr> <td>Sports Activities</td> <td>Medium</td> </tr> <tr> <td>Part-Time Job</td> <td>Medium</td> </tr> </tbody> </table> | | Risk | Risk Rating (Hi, Med, Lo) | Social Life | Low | Sports Activities | Medium | Part-Time Job | Medium |
| Risk | Risk Rating (Hi, Med, Lo) | | | | | | | | |
| Social Life | Low | | | | | | | | |
| Sports Activities | Medium | | | | | | | | |
| Part-Time Job | Medium | | | | | | | | |
| Constraints <i>List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).</i> The only constraint is time . If I don't have enough time then I will not finish assignments and exams etc. This is why I must carefully plan out my time for this project. | | | | | | | | | |
| External Dependencies <i>Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?</i> In a certain module 'Group Project' it is dependent of four students to complete this module which shows significant work on 'Team Work'. This is essential to complete this module. The external dependencies are my other three team members for the module 'Group Project'. | | | | | | | | | |
| 5. Communication Strategy <i>(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.)</i> N/A | | | | | | | | | |

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| 6. Sign-off | | | |
|--------------------|----------------|--------------|----------------------|
| | Name | Signature | Date (DD/MM/YYYY) |
| Executive Sponsor | S. Mert Halici | <i>Merto</i> | 09/10/2020 |
| Department Sponsor | S. Mert Halici | <i>Merto</i> | 09/10/2020 |
| Project Manager | S. Mert Halici | <i>Merto</i> | 09/10/2020 |
| 7. Notes | | | |
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Q3 & Q4.

Breakout Room 2

Arbias Xhemaili – Perfect
Dylan Casey – Perfect
Geradine Yankeu – N/A

No changes to be made to the Project Charter.