

PMPG 5503 Capstone Research Project

Project Charter

Project Name: Capstone Research Project

Student Names: Hardik Mistry, Yogin V Diyora

Submission Date: 16th May, 2018

1. Project Purpose/Background

The objective of this project is to prepare audit report plan and check the compliance of sponsor project with PMBOK. Another objective of this project is to create capstone exhibition in order to guide first semester students for their capstone research project. The ultimate goal of this project for me and my partner is to make and maintain a healthy relationship with a sponsor in order for further future. To put everything in nutshell, we both will get real-life experience by managing our own project.

2. Strategic Alignment

The Humber PMPG (Project management postgraduate) program prepares students to manage very complex projects from initiation to closing. The curriculum of this program is closely related to project management body of knowledge. Humber PMPG faculty staff provides and sharp our management skills to fulfill the objective of PMPG program. To fulfill the objective of PMPG program, capstone research project in the 2nd semester is an important subject. Alignment of PMPG goal with capstone research project is through followings.

- Capstone research project involves all 5 process groups and 10 knowledge area of PMBOK that we have studied in 1st semester and will study in 2nd semester. So, this project is sum up of all entire PMPG curriculum.
- This project helps us to gain real-life experience by interaction with stakeholders in a professional manner which is one of the objectives of PMPG program at Humber.
- This course helps us how to use tools and techniques that required from initiation to closing that will help us to make our real-life project successful.
- The ultimate goal of this project is to manage, monitor and control all ten-knowledge area (Integration, Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Stakeholder, Procurement) which is essential for the success of a project.

3. Project Scope

a. Final Deliverable *(describe the final deliverable of your project including success criteria)*

As Final Deliverables Audit report and Capstone exhibition will be delivered at the end of project. Audit report includes a comparison of knowledge area, process groups, tools and techniques used by the sponsor in his project with PMBOK while capstone exhibition gives an idea to the first semester students about how to implement a capstone research project in the second semester.

Success criteria for our deliverables:

- Submit audit report (both part-1 and part-2), all others deliverable including elevator speech in order to participate in capstone exhibition to PMO before the due date. Success criteria can be determined by us and sponsor punctuality.
- Regular meetings with PMO in order to get constructive feedback. Positive feedback from PMO is remark for success.

- Submit final audit report with all necessary information and without any grammatical and formatting errors in order to get high grade. If we receive more than 70% that means our final audit report is good.

b. **Project Customer(s)** *(the “customer” uses the final deliverable of your project. The customer can be within the organization or external)*

The outcome of this project will be used by following customers.

Project sponsor: Project sponsor is a key customer because we are auditing sponsor project and as a result, we will identify gaps and provide recommendations to sponsor so he may consider those recommendations in his future projects.

First semester students: We are doing capstone exhibition as a final deliverable of this deliverable. As a result of this deliverable first semester students will learn how to implement and manage a capstone research project.

c. **Project Decision Criteria** *(identify the priority from the triple constraint of time/cost/scope and justify)*

Time Constraint: It is the 1st constraint to our project because of the sponsor availability. All deliverable must need to be submitted before the deadline and some deliverable need approval from the sponsor before due date that is why time is the first constraint to our project.

Scope Constraint: It is second constraint to our project as we have to execute our project within scope. It will give idea to us about what should be included and what should be excluded in each deliverable.

Cost Constraint: We are doing capstone exhibition as a final deliverable of this project and there is some cost associated with this exhibition but it is negligible. So, compare to other two constraints this constraint is less important that is why it is 3rd constraint to our project.

4. **Assumptions** *(describe assumptions – what you believe to be true at the time of planning your project- Justify)*

These are some assumption that we have made in order to meet the success criteria.

- Our sponsor will share truthful information with us.
- Sponsor will be available to us throughout the project.
- Sponsor will consider our recommendation.
- Sponsor will give sign on a required document on time.
- PMO will provide constructive feedback to us for further improvement.
- Sponsor will provide some project documents related to his project .
- Sponsor will do face to face communication with us.

5. Constraints *(describe the constraints or limitations on your project. For example, are there any limitations in terms of cost or time, or resources? Justify)*

Following are the list of constraints to our research project.

- The project that sponsor has completed must not be according to an agile or lean method.
- The sponsor has finished project within last 5 years in North America.
- The sponsor has managed his project from initiation to closing.
- The sponsor must be able to remember all information related to his project.

6. Preliminary Schedule *(What are the key activities / deliverables of your project and the deadline dates?)*

Scheduled activity deliverable	Start Date	End Date	Accountable	Other Resources (if applicable)
Project Charter	05/07/2018	05/16/2018	Hardik, Yogin	Mr. Sachdev (Project Sponsor)
1 st Meeting with Project Sponsor (Get approval for Project Charter)	05/13/2018	05/13/2018	Hardik, Yogin	Mr. Sachdev (Project Sponsor)
Submit approved Project Charter	05/14/2018	05/16/2018	Hardik, Yogin	
Audit Plan (Create Audit Plan for the project)	05/17/2018	05/23/2018	Hardik, Yogin	
1 st Interview with Project Sponsor (Discuss Audit processes)	05/24/2018	05/27/2018	Hardik, Yogin	Mr. Sachdev (Project Sponsor)
Full Sponsor Information (Submit Full Sponsor Information sheet on BB)	05/28/2018	05/28/2018	Hardik, Yogin	
Meeting with PMO (Discuss questions regarding next steps)	05/28/2018	05/28/2018	Hardik, Yogin	Elaine
May Status Report (Create and Submit status report of tasks completed in May month)	06/01/2018	06/04/2018	Hardik, Yogin	
2 nd Interview with Project Sponsor (Conduct Interview with Project Sponsor for audit report)	06/05/2018	06/10/2018	Hardik, Yogin	Mr. Sachdev (Project Sponsor)
Meeting with PMO (Discuss questions regarding audit reports)	06/11/2018	06/11/2018	Hardik, Yogin	Elaine

DRAFT Audit Report (Create and submit DRAFT Audit report for stakeholder or communication management)	06/12/2018	06/16/2018	Hardik, Yogin	
Audit Report: Part 1 (First Part of Audit Report contains Audit Results)	06/17/2018	06/20/2018	Hardik, Yogin	
3 rd Meeting with Project Sponsor (Discuss about Project,conduct Audit and get feedback from sponsor)	06/17/2018	06/20/2018	Hardik, Yogin	Mr. Sachdev (Project Sponsor)
June Status Report (Create and Submit status report of tasks completed in June month)	06/25/2018	06/29/2018	Hardik, Yogin	
Audit Report: Part 2 (Second Part of Audit report contains Purpose of Sponsor Project, Audit Approach Results and Lessons Learned)	07/05/2018	07/07/2018	Hardik, Yogin	
4 th Meeting with Project Sponsor (Discuss Purpose of Sponsor Project, Audit Approach Results, Lessons Learned with Project Sponsor and Feedback from sponsor)	07/05/2018	07/07/2018	Hardik, Yogin	Mr. Sachdev (Project Sponsor)
Elevator Speech (Create and Deliver Elevator Speech in the Class)	07/06/2018	07/08/2018	Hardik, Yogin	
Capstone Exhibition (Make Project materials for Exhibition booth to deliver Presentation to Guests)	07/16/2018	07/16/2018	Hardik, Yogin	
Meeting with PMO (Discuss Lessons Learned with PMO)	07/23/2018	07/23/2018	Hardik, Yogin	Elaine

7. Risks *(Identify any initial risks that may impact your project)*

Risk Description	Assessment	Mitigation Strategy
If: Project Sponsor couldn't attend the meeting on a scheduled date. Then: It can delay any of the phases which should be finished by that meeting.	<ul style="list-style-type: none"> ● Likelihood: (LOW) ● Impact: (HIGH) 	<ul style="list-style-type: none"> ● It can be mitigated by Video call with Project sponsor and documents can be shared with the Internet.
If: In the worst-case scenario, any kind of accident happens with the sponsor or his family and couldn't attend a meeting. Then: It can delay the project deadline.	<ul style="list-style-type: none"> ● Likelihood: (LOW) ● Impact: (HIGH) 	<ul style="list-style-type: none"> ● It can be mitigated by Video call with Project Sponsor.
If: One of us get sick and couldn't attend the meeting with a sponsor. Then: It can burden the word on one team member.	<ul style="list-style-type: none"> ● Likelihood: (LOW) ● Impact: (Medium) 	<ul style="list-style-type: none"> ● It can be mitigated by one member attend the meeting and record all important information.

8. Sponsor Approval & Consent

I, **Narendra G Sachdev** understand that I am assisting one student team in the Humber College Project Management Graduate Program to learn about project management in the real world. I have read and understand the Sponsor Letter, which was provided to me by the students whose audit project I am sponsoring.

I understand that the students that I am assisting **Yogin V Diyora and Hardik Narendrabhai Mistry** are registered students in the PMPG 5503 Major Project/Capstone course. **Yogin V Diyora and Hardik Narendrabhai Mistry** have explained the course goals to me and answered all of my questions about it. If I have additional questions about the project, I can contact the course professor Elaine Gergolas (elaine.gergolas@humber.ca) at any time during the semester.

I understand that this project has been approved by the Humber Research Ethics Board. If I have any questions about my rights as a research participant, I can contact Dr. Elaine Gergolas, REB Chair, 416-675-6622 ext. 4570, (elaine.popp@humber.ca). I also understand that I may decline or withdraw from participation at any time without negative consequences.

My signature below verifies that I have received a copy of the Sponsor Introduction Letter and that the students have reviewed the course goals, requirements and deliverable deadline dates with me. **I have reviewed and approve the Project Charter and agree to participate in this major research/capstone project.**

NARENDRA G SACHDEV

_____	_____	_____
Sponsors Name (printed)	Sponsors Signature	Date

YOGIN V DIYORA

_____	_____	_____
Students Name (printed)	Students Signature	Date

HARDIK N MISTRY

_____	_____	_____
Students Name (printed)	Students Signature	Date

9. Appendix *(Insert Gantt Chart here, or attach as separate document in PDF format)*

Tasks and Gantt Chart are shown as follows:

	Task Name	Duration	Start	Finish	Predecessors	Resource Names	WBS
1	Capstone Research Project	63 days	Mon 07-05-18	Mon 23-07-18			1
2	Project Charter	9 days	Mon 07-05-18	Wed 16-05-18		Hardik(PM), Mr. Sachdev(Project	1.1
3	1st Meeting with Project Sponsor(Get approval for Project Charter)	1 day	Sun 13-05-18	Sun 13-05-18		Hardik(PM)[67%], Yogin(PM)[67%], Mr.	1.1.1
4	Submit approved Project Charter	3 days	Mon 14-05-18	Wed 16-05-18	3	Hardik(PM),Yogin(PM)	1.1.2
5	Audit Plan(Create Audit Plan for the project)	5 days	Thu 17-05-18	Wed 23-05-18	4	Hardik(PM),Yogin(PM)	1.2
6	1st Interview with Project Sponsor(Discuss Audit processes)	3 days	Thu 24-05-18	Sun 27-05-18	5	Hardik(PM), Mr. Sachdev(Project	1.3
7	Full Sponsor Information(Submit Full Sponsor Information sheet on BB)	1 day	Mon 28-05-18	Mon 28-05-18	6	Hardik(PM),Yogin(PM)	1.4
8	Meeting with PMO(Discuss questions regarding next steps)	1 day	Mon 28-05-18	Mon 28-05-18	6	Elaine(PMO),Hardik(PM),Y	1.5
9	May Status Report(Create and Submit status report of tasks completed in May month)	2 days	Fri 01-06-18	Mon 04-06-18	7,8	Hardik(PM),Yogin(PM)	1.6
10	2nd Interview with Project Sponsor(Conduct Interview with Project Sponsor for audit report)	5 days	Tue 05-06-18	Sun 10-06-18		Hardik(PM), Mr. Sachdev(Project	1.6.1
11	Meeting with PMO(Discuss questions regarding audit reports)	1 day	Mon 11-06-18	Mon 11-06-18	10	Elaine(PMO),Hardik(PM),Y	1.6.2
12	DRAFT Audit Report(Create and submit DRAFT Audit report for stakeholder or communication management)	5 days	Tue 12-06-18	Sat 16-06-18	9	Hardik(PM),Yogin(PM)	1.7
13	Audit Report: Part 1(First Part of Audit Report contains Audit Results)	4 days	Sun 17-06-18	Wed 20-06-18	12	Hardik(PM),Yogin(PM)	1.8
14	3rd Meeting with Project Sponsor(Discuss about Project and conduct Audit)	4 days	Sun 17-06-18	Wed 20-06-18		Hardik(PM), Mr. Sachdev(Project	1.8.1
15	June Status Report(Create and Submit status report of tasks completed in June month)	5 days	Mon 25-06-18	Fri 29-06-18	13	Hardik(PM),Yogin(PM)	1.9
16	Audit Report: Part 2(Second Part of Audit report contains Purpose of Sponsor Project, Audit Approach Results and Lessons Learned)	3 days	Thu 05-07-18	Sat 07-07-18	15	Hardik(PM),Yogin(PM)	1.10
17	4th Meeting with Project Sponsor(Discuss Purpose of Sponsor Project, Audit Approach Results and Lessons Learned with Project Sponsor)	2 days	Fri 06-07-18	Sat 07-07-18		Hardik(PM), Mr. Sachdev(Project	1.10.1
18	Elevator Speech(Create and Deliver Elevator Speech in the Class)	3 days	Fri 06-07-18	Sun 08-07-18	17,55	Hardik(PM),Yogin(PM)	1.11
19	Capstone Exhibition(Make Project materials for Exhibition booth to deliver Presentation to Guests)	1 day	Mon 16-07-18	Mon 16-07-18	18	Hardik(PM),Yogin(PM)	1.12
20	Meeting with PMO(Discuss Lessons Learned with PMO)	1 day	Mon 23-07-18	Mon 23-07-18	19	Elaine(PMO),Hardik(PM),Y	1.13

