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| PMPG 5503 Capstone Research Project |
| **Project Charter** |
| Project Name: Capstone Research Project |
| Student Names: Hardik Mistry, Yogin V Diyora  Submission Date: |



# **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.

# **Strategic Alignment**

The Humber PMPG (Project management post graduate) 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.

# **Project Scope**

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

Audit report and capstone exhibition is a final deliverable of this 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 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.

## 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.

## 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.

# **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 .

# **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.

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

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| --- | --- | --- | --- | --- |
| 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) |
| 1st Meeting with Project Sponsor  (Get approval for Project Charter) | 05/13/2018 | 05/16/2018 | Hardik, Yogin | Mr. Sachdev  (Project Sponsor) |
| Submit approved Project Charter | 05/15/2018 | 05/16/2018 | Hardik, Yogin |  |
| Audit Plan  (Create Audit Plan for the project) | 05/14/2018 | 05/23/2018 | Hardik, Yogin |  |
| 1st Interview with Project Sponsor  (Discuss Audit processes) | 05/26/2018 | 05/27/2018 | Hardik, Yogin | Mr. Sachdev  (Project Sponsor) |
| Full Sponsor Information  (Submit Full Sponsor Information sheet on BB) | 05/14/2018 | 05/28/2018 | Hardik, Yogin |  |
| Meeting with PMO  (Discuss questions regarding next steps) | 05/24/2018 | 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 |  |
| 2nd Interview with Project Sponsor  (Conduct Interview with Project Sponsor for audit report) | 06/06/2018 | 06/10/2018 | Hardik, Yogin | Mr. Sachdev  (Project Sponsor) |
| Meeting with PMO  (Discuss questions regarding audit reports) | 06/09/2018 | 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 |  |
| 3rd Meeting with Project Sponsor  (Discuss about Project and conduct Audit) | 06/17/2018 | 06/19/2018 | Hardik, Yogin | Mr. Sachdev  (Project Sponsor) |
| June Status Report  (Create and Submit status report of tasks completed in June month) | 06/25/2018 | 07/04/2018 | Hardik, Yogin |  |
| Audit Report: Part 2  (Second Part of Audit report contains Purpose of Sponsor Project, Audit Approach Results and Lessons Learned) | 07/02/2018 | 07/07/2018 | Hardik, Yogin |  |
| 4th Meeting with Project Sponsor  (Discuss Purpose of Sponsor Project, Audit Approach Results and Lessons Learned with Project Sponsor) | 07/04/2018 | 07/06/2018 | Hardik, Yogin | Mr. Sachdev  (Project Sponsor) |
| Elevator Speech  (Create and Deliver Elevator Speech in the Class) | 07/02/2018 | 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 |

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

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| --- | --- | --- |
| 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. | * **Likelihood: (LOW)** * **Impact: (HIGH)** | * 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/her family and couldn’t attend a meeting.  Then: It can delay the project deadline. | * **Likelihood:** **(LOW)** * **Impact:** (**HIGH)** | * 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. | * **Likelihood: (LOW)** * **Impact:** **(Medium)** | * It can be mitigated by one member attend the meeting and record all important information. |

# **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](mailto: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](mailto:elaine.gergolas@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

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Sponsors Name (printed) Sponsors Signature Date

YOGIN V DIYORA

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Students Name (printed) Students Signature Date

HARDIK N MISTRY

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Students Name (printed) Students Signature Date

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

Project charter-

1. Planning
2. Fill the template includidg gantt chart
3. Formatting
4. Sponsor signature
5. Submission

Audit plan

1. Planning
2. Fill the template
3. Formatting
4. Submission

Required sponsor information

1. Meeting with sponsor
2. Gather required information from sponsor
3. Fill excel shit
4. Submission

May status report

1. Planning
2. Fill the template
3. Formatting
4. Submit change request form if any change
5. Submission

Audit report-1

1. Planning
2. Schedule and conduct interview with sponsor
3. Fill the template
4. Formatting
5. Submission

Audit report-2

1. Planning
2. Schedule and conduct interview with sponsor
3. Fill the template
4. Formatting
5. Submission

Capstone exhibition

1. Prepare elevator speech
2. Submit all previous deliverables
3. Participate in capstone exhibition.