



**Ciências
ULisboa**

Faculdade
de Ciências
da Universidade
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Rentabot Project Charter

Gestão de Projetos 2019/2020

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PROJECT DESCRIPTION

Rentabot Project will allow to people to have some equipment (that will be available in a web platform) and not to buy it but rent. One consequence of this approach is that a person who wants, for example iPhone X, will not pay the total value of the equipment but can pay per month a smaller amount. This will allow to people have more expensive devices and not pay the total price. We will be giving people a more affordable option.

Project Objectives and Success Criteria

In order to achieve success on the Rentabot project, the following objectives must be met within the designated time and budget allocations:

- Receive a positive feedback (at least 7 in 10) in Web application testing;
- Establish contracts with 2 laptop providers during the installation phase
- Produce a manual with protocols for maintenance, storage, transport, and inspection after client usage during the installation phase;
- Maintain 90% of equipment in working conditions during the exploration phase;
- Rent to at least 50 clients during the end of the observation period;
- Have an average of client satisfaction on equipment higher than 4 stars during the business.

Scope Statement

The Rentabot project will include a development phase where we will make an initial purchase of 50 laptops from laptop providers, rent storage space, make an advertisement campaign and oversee the design and testing of a web application. After this, we will begin a six-month long observation phase, where we will test this renting service, build a client base and improving on our plan. This project will conclude with a final report detailing how the business should best be run during the exploration period.

PROJECT DELIVERABLES

The following deliverables must be met upon during the Rentabot project. Any changes to these deliverables must be approved by the project sponsor.

Project Deliverables	Target Date (mm/dd/yyyy)
Project Plan Review and Completion	15/12/2019
Company Orientation Statement	10/02/2020
Website Definition Report	03/02/2020
Website Wireframes	01/04/2020
Logo Design	15/04/2020
Website Mockup Testing Results	01/06/2020
Advertisements Designs	01/07/2020
Final Website Prototype	21/09/2020
Observation Phase Report	01/04/2021
Project Completion Report	01/06/2021

This is excluding monthly reports from the outsourced activities: Financial reports and web application test reports

SUMMARY MILESTONE SCHEDULE

The project Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified.

Project Milestone	Target Date (mm/dd/yyyy)
Project Kickoff	01/01/2020
Start of the Observation Phase	01/10/2020
Project Completion	01/06/2021

SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

Project Component	Component Cost
3 rd Party Services	8.650 €
Insurance	150 €

Advertisement	2.000 €
Contract Attorney (6 hours)	600 €
Finances and Human Resources	900 €
Web Application Design	5.000 €
Electronic Equipment	50.000 €
Total	58.650 €

Yearly exploration phase costs:

Project Component	Component Cost
Personnel Resources	22.400 €
Drivers	2.400 €
Management	20.000 €
3 rd Party Services	20.910 €
Storage Space	2.400 €
Insurance	5.150 €
Finances and Human Resources	4.000 €
Electronic Maintenance and Repair	9.000 €
Web Application	360 €
Total	41 310 €

BUDGET RISKS

The following risks are those that the project manager will try to minimize:

- An unexpected increase of interest rates that may increase our loan.
- Negotiation problems with the investors;
- The development period may take longer than expected and we must pay more to the dev team;
- Broken equipment will make us pay for more new equipment;
- Outsourcing finances, human resources and laptop repair prices may vary

PROJECT MANAGER

The project manager will have the responsibility of managing all project tasks, scheduling, and communication regarding the Rentabot Project. They will be updated weekly with the objective to know what is going right or, especially, is going wrong with the project(risks). The project manager will be coordinating the contracts done with the services needed for the project.

PROJECT STAKEHOLDERS

Stakeholder	Roles and Responsibilities
Clients	The clients are who rent the equipment and give us profit.
Sponsors	Give us financial support in exchange of us having their ads on our website
Google	Adsense service, broker between sponsors and our website
Software designers	They have to according to our requirements, design a web application in the scheduled period. Additionally, they must present the agreed upon deliverables and conduct testing with users
Transport Team	When required, they will transport our equipment to and from the clients, repair clinics and storage space.
Financial	They will care about the financial part of the project: <ul style="list-style-type: none">• Billing;• Financial management;• Manage Human resources;• Taxation.
Lawyer	They will care about the juridical part of the project, including: <ul style="list-style-type: none">• Make contracts for Asus and HP;• Review terms of a partnership with a laptop repair service;• Review any contracts with the software design services;• Review contracts of outsourcing financial and human resources;• Make contracts for the transport team.
Storage rental provider	Provide the agreed upon storage location, guarantee its security and insurance for theft or damages in the space
Laptop Repair Companies	At the end of each user rental period, they will inspect, clean and repair any additional damage to the equipment.
Host services provider	Provide the hosting services for our platform
Work Insurance provider	Provide life and accidents coverage for the company's employees
Laptop Insurance provider	Provide coverage for theft, cracked screens, liquid damage, vandalism, operating errors, and fire damage of our laptops

APPROVALS

The signatures of the people below indicate an understanding in the purpose and content of this document by those signing it. By signing this document, you indicate that you approve of the

proposed project outlined in this business case and that the next steps may be taken to create a formal project in accordance with the details outlined herein.

Approver Name	Title	Signature	Date
Ana Respício	President		