

## PROJECT CHARTER

1. General Project Information				
<b>Project Name:</b>	WIN Belize Knowledge Management System			
<b>Executive Sponsors:</b>	Dianne Smith			
<b>Department Sponsor:</b>	Melissa Tate			
<b>Impact of project:</b>	To enhance information management and facilitate data-driven decision-making on women's issues, health, and employment.			
2. Project Team				
	Name	Department	Telephone	E-mail
<b>Project Manager:</b>	Vanessa Coote	Exec. Management		
<b>Team Members:</b>				
	Jasmine Carter	Development		
	Michael Thompson	Design		
	Melissa Tate	Management		
	Melanie Smith	Corporate Relations		
	Dietrick Butler	VP Engineering		
	Xishel Hyde	Graphic Design		
	Lloyda Fairweather	Training		
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
WIN Belize, National Women's Commission of Belize (NWC), UN Development Program (UNDP) Belize				
Inspiration Center, Women's Department Belize, Family Violence Prevention Project (FVPP)				
Belize Family Life Association (BFLA), Ministry of Health, National AIDS Commission, Belize Police Department				
UNICEF, General Public				
4. Project Scope Statement				
<b>Project Purpose / Business Justification</b> Describe the business need this project addresses				
To provide a comprehensive knowledge base system to empower women and advocate for their well-being.				
<b>Objectives (in business terms)</b> Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy				
<ol style="list-style-type: none"> <li>1. Achieve a 30% increase in data retrieval speed compared to the existing manual system.</li> <li>2. Reduce data entry time by 25% compared to the previous data input processes.</li> <li>3. Develop and implement at least 5 different report templates covering various aspects of women's issues, health, and employment.</li> </ol>				

<b>Deliverables</b> <i>List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)</i>										
<ol style="list-style-type: none"> <li>1. Prototype completion by 12/15/2023, featuring basic functionalities and interfaces.</li> <li>2. Fully functional streamlined data entry interface by 02/15/2024, reducing data entry time by 25%.</li> <li>3. At least 5 fully designed and functional report templates by 03/15/2024, covering key aspects of women's issues, health, and employment.</li> <li>4. Development and integration of a data accessibility dashboard by 04/15/2024, showcasing the 30% improvement in retrieval speed.</li> <li>5. Completion and distribution of a comprehensive training manual for employees by 04/30/2024, ensuring efficient use of the knowledge management system.</li> </ol>										
<b>Scope</b> <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>										
<p>The project will focus on developing a knowledge management system that addresses data related to violence against women, health issues, and employment within the Women's Issues Network of Belize. This encompasses:</p> <ul style="list-style-type: none"> <li>Database design and implementation for storing data related to specified areas.</li> <li>User interface development for streamlined data entry and retrieval.</li> <li>Integration of reporting functionalities for comprehensive analysis and insights.</li> <li>Ensure that all data entered into the system is securely stored and compliant with relevant privacy and security regulations.</li> </ul> <p>The project will not cover broader aspects outside the defined scope, including:</p> <ul style="list-style-type: none"> <li>Integration with external systems not directly related to women's issues, health, or employment.</li> <li>Development of features unrelated to the specified objectives.</li> <li>Extensive hardware upgrades or network infrastructure modifications.</li> </ul>										
<b>Project Milestones</b> <i>Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</i>										
<p>Inception (10/01/2023 - 10/15/2023), Planning (10/16/2023 - 11/15/2023), Construction (11/16/2023 - 01/15/2024), Delivery (01/16/2024 - 03/15/2024).</p>										
<b>Major Known Risks (including significant Assumptions)</b> <i>Identify obstacles that may cause the project to fail.</i>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #f4a460;"> <th style="text-align: left; padding: 5px;">Risk</th> <th style="text-align: left; padding: 5px;">Risk Rating (Hi, Med, Lo)</th> </tr> <tr> <td style="padding: 5px;">Data privacy breaches</td> <td style="padding: 5px;">Med</td> </tr> <tr> <td style="padding: 5px;">Integration challenges</td> <td style="padding: 5px;">Med</td> </tr> <tr> <td style="padding: 5px;">Resource constraints</td> <td style="padding: 5px;">Med</td> </tr> <tr> <td style="padding: 5px;">Access to existing data</td> <td style="padding: 5px;">Hi</td> </tr> </table>	Risk	Risk Rating (Hi, Med, Lo)	Data privacy breaches	Med	Integration challenges	Med	Resource constraints	Med	Access to existing data	Hi
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Resource constraints	Med									
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<p><b>Constraints</b> 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).</p>			
<ul style="list-style-type: none"> <li>• <b>Budget Constraint:</b> The project is constrained by a predetermined budget of \$500,000, which must not be exceeded during the entire project lifecycle.</li> <li>• <b>Time Constraint:</b> The project must be completed within the stipulated timeline, with a hard end date of 03/15/2024. Any delays could have significant adverse effects on project success.</li> <li>• <b>Resource Constraint:</b> The project team is limited to a maximum of 10 full-time staff members due to resource availability and budget constraints.</li> </ul>			
<p><b>External Dependencies</b> 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?</p>			
<ul style="list-style-type: none"> <li>• <b>Integration with Existing Systems:</b> The success of the project depends on effective coordination with the IT department and their support in integrating the knowledge management system with existing organizational databases and systems.</li> <li>• <b>Data Sourcing from Partner Organizations:</b> Successful collaboration with external organizations is crucial to obtain accurate and up-to-date data related to women's issues, health, and employment for integration into the knowledge base system.</li> <li>• <b>Stakeholder Training and Involvement:</b> The project success is highly dependent on the active involvement and training of stakeholders (WIN employees and partners) in effectively utilizing the new system.</li> </ul>			
<p><b>5. Communication Strategy</b> (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.)</p>			
<ul style="list-style-type: none"> <li>• <b>Project Manager Communication:</b> <ul style="list-style-type: none"> <li>○ Weekly project update meetings</li> <li>○ Bi-weekly status reports to Executive and Department Sponsors</li> <li>○ Ad-hoc communication as needed</li> </ul> </li> <li>• <b>Stakeholder Communication:</b> <ul style="list-style-type: none"> <li>○ Monthly progress reports highlighting achievements and challenges</li> <li>○ Quarterly presentations to stakeholders</li> </ul> </li> </ul>			
<p><b>6. Sign-off</b></p>			
	<b>Name</b>	<b>Signature</b>	<b>Date (MM/DD/YYYY)</b>
<b>Executive Sponsor</b>	Dianne Smith	<i>Dianne Smith</i>	10/01/2023
<b>Department Sponsor</b>	Melissa Tate	<i>Melissa Tate</i>	10/01/2023
<b>Project Manager</b>	Vanessa Coote	<i>Vanessa Coote</i>	10/01/2023
<p><b>7. Notes</b></p>			
<ul style="list-style-type: none"> <li>• <b>Interdepartmental Collaboration:</b> Foster a collaborative culture between departments involved in the project to ensure a cohesive and well-integrated system that meets the diverse needs of the organization.</li> <li>• <b>Regular Progress Assessments:</b> Implement periodic assessments to measure progress against objectives, making adjustments to the project plan as needed to ensure successful delivery.</li> <li>• <b>User Feedback Incorporation:</b> Actively seek feedback from end-users during system development to incorporate improvements that align with their needs and expectations.</li> </ul>			