PROJECT CHARTER

IT RECOMMENDATIONS FOR NATIONAL LIBRARY OF SOUTH AFRICA

COMPANY NAME: Africonnection
STREET ADDRESS: 03 Pretoria CBD, Corner Pretorius and Andries
CITY: PRETORIA
STATE ZIP CODE: 0182

DATE: 09/09/2014

This Charter formally authorizes Africonnection to analyze, evaluate and make recommendations to the National Library network. Project to help and improve network performance in the IT department for NLSA. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement, schedule, and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor and Human Resources Director.

The purpose of the Network project is to improve the timeliness and accuracy of Network operations. That would be found at the National library of South Africa this project meets the primary goals for the outcome the WIL Work Integrated Learning program for 2015 at Rosebank College Sunny Side campus. This is an ideal need for improving efficiencies across all ICT departments by providing a reliable network and minimizing staffing required for network operations.

The project deliverables shall include network analysis and Business process .The objectives of the Network project are to provide a reliable network and solve all the problems of the existing network. High level risks for this project include ensuring implementation is completed without impacting on going network operations and ensuring there are no issues with connecting the new network with the old one. Success will be determined by the Project Sponsor once the network is evaluated and analyzed.

Project Manager

The Project Manager, Kagiso Mapulane hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project.

The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.
The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:
04 December 2015 – Project Plan Complete and Approved

Project Scope

- Develop and agree to a project charter with an organisation.
- Submit: Organisation overview document; and Project charter
- Create a project plan for your group to follow for the project.
- Submit: Group project plan.
- Document the organisation's current IT Network situation and how they use IT to perform their day-to-day duties (business functions and processes).
- Submit: Business processes IT Network mapping
- Develop and agree to a project charter with an organisation.
- Submit: Organisation overview document; and Project charter
- Create a project plan for your group to follow for the project.
- Submit: Group project plan.
- Document the organisation's current IT Network situation and how they use IT to perform their day-to-day duties (business functions and processes).
- Submit: Business processes IT Network mapping
- Identify shortcomings of the current IT Network solution.
- Submit: Top 20 IT concerns and/ or opportunities which they have not leveraged.
- Create recommendations to change the organisation's IT
- Network solution to improve business processes efficiency and reliability.
- Submit: Network solution change recommendations
- Develop a rollout project plan for the agreed IT Network solution
- Change recommendations.
- Submit: Rollout project plan and organisation feedback from
- Recommendations.

Milestones and deliverables schedule

- Session step 1-2 Project Charter document 5-12 August
- Session step 3-6 Choosing stakeholder/ organization and initial investigation
- Session step 7-8 Project Plan document
- Session step 9-10 Monitor student progress
- Session step 11-14 Business process IT mapping
- Session step 15 of work completed

Budget for the project and identify funding sources

- No budget has been allocated for this Project

Approved by the Project Sponsor:

_____   Date: _____

David ICT Deputy Manager