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Project Management at Global Green Books Publishing

Project Charter

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Prepared By: Paul F. Sherwood

Date of Publication: 01/18/2025

# Project Purpose & Justification

# *Instructions: In approximately 1-2 paragraphs, describe the overall business value outcome that this project will deliver. Describe how this outcome aligns with broader organizational strategy and objectives. Delete these instructions after you complete this section.*

This project aims to refine and enhance processes and procedures to enable Global Green Books Publishing to consistently provide customers with their products on time while maintaining quality. The concerns from stakeholders have been, and the current areas that we intend to adjust to provide these products are: effective use of employees, accurate scheduling, maintaining quality and control costs.

The proposed improvements will align with Global Green Books Publishing's strategic goals to improve customer relationships, meet customer delivery commitments, and properly leverage employees utiliztion. These changes will allow Global Green Books Publishing to maintain and expand its customer base by providing employees and management tools to execute customer requests.

# Project Objectives & Success Criteria

*Instructions: Input objective statements from the Purpose & Justification section and indicate the SMART success criteria that will indicate that the objective was met. Add rows to the table as necessary.* *Delete these instructions after you complete this section.*

|  |  |
| --- | --- |
| **Objective** | **Success Criteria** |
| Enter information here | Enter information here |
| Enter information here | Enter information here |

# Project Constraints

*Instructions: Identify limitations on the project (e.g. resource availability, legal requirements, dependent initiatives, etc) that will impose limitations on the project and must be mitigated or accepted as part of the project scope, schedule, budget, procedures, etc. Add more items as needed. Delete these instructions after you complete this section.*

Constraint 1: Enter information here

Constraint 2: Enter information here

Constraint 3: Enter information here

# 

# Project Complexity Attributes

# *Instructions: Identify characteristic(s) of the project or its environment that are difficult to manage due to human behavior, system behavior, and/or ambiguity and must be addressed in project planning and execution in order to successfully deliver the project. If a complexity type is not present, mark it N/A. Use evidence from Darnall-Preston’s Complexity Index where appropriate. Delete these instructions after you complete this section.*

|  |  |  |  |
| --- | --- | --- | --- |
| Complexity Type | Severity (High/Med/Low) | Evidence | How it affects the project / How it will be managed |
| Structural | Enter information here | Enter information here | Enter information here |
| Temporal | Enter information here | Enter information here | Enter information here |
| Technical | Enter information here | Enter information here | Enter information here |
| Directional | Enter information here | Enter information here | Enter information here |

# Project Scope

*Instructions: Complete the In-Scope and Out-of-Scope sections below using a bulleted list. Delete these instructions after you complete this section.*

## In-Scope:

*Instructions: Indicate processes, activities, critical decisions, stakeholder participation, etc. that must occur within the period of the project in order for it to deliver against the objectives. Delete these instructions after you complete this section.*

* Enter information here

## Out of Scope:

*Instructions: Indicate processes, activities, critical decisions, stakeholder participation, etc. that must not occur within the period of the project, either because they contradict the in-scope areas, are the responsibility of another project or organization, are limited by constraints and/or are being explicitly recognized so as to prevent scope creep. Delete these instructions after you complete this section.*

* Enter information here

## Project Deliverables

*Instructions: identify the tangible artifacts, products and/or services delivered by the project (which enable the organization to realize the business value). Add more bullets to the list below as necessary. Delete these instructions after you complete this section.*

* Deliverable 1: Enter information here
* Deliverable 2: Enter information here

## Project Milestone Schedule

*Instructions: Provide a high-level schedule for the critical points in the progression of the project (e.g. prototype completion; compliance deadline; fiscal year end reporting) including notable activities and milestone events for the project. Reflect major deliverables. An example is provided. Replace this with your own work using as many rows as makes sense for the project. Delete these instructions after you complete this section.*

| ***(Example) Milestone/Major Activity/Deliverable*** | ***Duration / Date*** |
| --- | --- |
| ***Project Start*** | ***1/1/24*** |
| ***Initiation Phase*** | ***1/1/24*** |
| ***Project Team Assigned*** | ***2 weeks*** |
| ***Prioritize Requirements*** | ***3 weeks*** |
| ***Planning*** | ***2/12/24*** |
| ***Write & Execute* *Contracts*** | ***3 weeks*** |
| ***Release Schedule*** | ***3 weeks*** |
| ***Execution*** | ***3/26/24*** |
| ***Configuration*** | ***6 weeks*** |
| ***Testing*** | ***2 weeks*** |
| ***Training*** | ***1 week*** |
| ***Closing*** | ***5/28/24*** |
| ***Final Deliverable/Product Acceptance*** | ***1 week*** |
| ***Transition to Operations*** | ***1 week*** |
| ***Project End*** | ***6/11/24*** |

| **Milestone/Major Activity/Deliverable** | **Duration / Date** |
| --- | --- |
| **Project Start** | Enter information here |
| Enter information here | Enter information here |
| Enter information here | Enter information here |
| Enter information here | Enter information here |
| Enter information here | Enter information here |
| **Project End** | Enter information here |

## Key Stakeholders

*Instructions: Identify critical stakeholders for the project. An example is provided. Delete the example and replace it with your own work using as many rows as makes sense for the project. Delete these instructions after you complete this section.*

| ***(Example) Stakeholder*** | ***(Example) How Are They Affected, or How Are They Participating?*** |
| --- | --- |
| *Example: Human Resources Dept* | *Provide support for definition of new roles and transition plan for employees to those roles.* |
| *Example: Employees* | *Will be required to learn new jobs and perform against new expectations.* |

# 

| **Stakeholder** | **How Are They Affected, or How Are They Participating?** |
| --- | --- |
| Enter information here | Enter information here |
| Enter information here | Enter information here |
| Enter information here | Enter information here |
| Enter information here | Enter information here |

# Estimated Project Cost

*Instructions: Provide a rough order of magnitude (ROM) estimate for the project. The estimate may be based on similar historical projects (an analogous estimate), parametric estimate, or expert judgement (researched evidence from experts in the field). Provide a short explanation or justification to support your ROM estimate. An example is provided below. Delete the example and these instructions after you complete this section. Add more rows as necessary.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Quantitative Costs*** | ***Year 1*** | ***Year 2*** | ***Year 3*** | ***Year 4*** | ***Year 5*** | ***Total*** |
| ***Non-Recuring Costs*** |  |  |  |  |  |  |
| *Consulting labor* | *$2,160* |  |  |  |  | *$2,160* |
| *Configuration* | *$3,500* |  |  |  |  | *$3,500* |
| *Transition Costs* | *$129,500* |  |  |  |  | *$129,500* |
| ***Recurring Costs*** |  |  |  |  |  |  |
| *Software Licenses* |  | *$5,040* | *$6,048* | *$7,258* | *$8,709* | *$27,055* |
| *Software Maintenance* |  | *$3,000* | *$3,000* | *$3,000* | *$3,000* | *$12,000* |
| *Staff Costs* |  | *$68,640* | *$68,640* | *$68,640* | *$68,640* | *$274,560* |
| *Telecommunications* |  | *$3,600* | *$4,320* | *$5,760* | *$6,480* | *$20,160* |
| *Total Recurring* |  | *$80,280* | *$82,008* | *$84,658* | *$86,829* | *$333,775)* |
|  |  |  |  |  |  |  |
| *Overall Total* | *$135,160* | *$80,280* | *$82,008* | *$84,658* | *$86,829* | *$468,935* |

*(Example) Assumptions used to develop the ROM:*

* *Consulting based on quote from existing vendor.*
* *Configuration based on previous installation in the New York office.*
* *Transition costs reflective of current contract and assumption that it will remain in place until go live of the new system.*
* *Licenses are per user. Assumed 20% growth in license cost year over year. Assume no change in headcount.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantitative Costs** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Non-Recuring Costs** |  |  |  |  |  |
| Enter information here | $ | $ | $ | $ | $ |
| Enter information here | $ | $ | $ | $ | $ |
| Total Non-Recurring | $ | $ | $ | $ | $ |
| **Recurring Costs** |  |  |  |  |  |
| Enter information here | $ | $ | $ | $ | $ |
| Enter information here | $ | $ | $ | $ | $ |
| Total Recurring | $ | $ | $ | $ | $ |
|  |  |  |  |  |  |
| Overall Total | $ | $ | $ | $ | $ |

**Assumptions used to develop the ROM:**

* Enter information here
* Enter information here
* Enter information here

# Project Risks

*Instructions: Identify immediately obvious and significant risks and/or opportunities for the project. An example is provided. Delete the example and replace it with your own work using as many rows as makes sense for the project. Delete these instructions after you complete this section.*

|  |
| --- |
| **Risks** |
| *(Example) Personnel – employees may resist change and fail to adopt the new solution. Worst case, some may resign.* |
| **Opportunities** |
| *(Example) Resources – may be able to source temporary resources in the form of interns from the local college.* |

|  |
| --- |
| **Risks** |
| * Risk 1: Enter information here * Risk 2: Enter information here |
| **Opportunities** |
| * Opportunity 1: Enter information here * Opportunity 2: Enter information here |

# Project Resources

*Instructions: Identify the core members of the project team and any resources required to support the project. An example is provided. Delete the example and replace it with your own work using as many rows as makes sense for the project. Delete these instructions after you complete this section.*

## *(Example) Project Team*

***Project Sponsor: (Example) Divya Arumugam***

***Business Lead: (Example) Jane Doe***

***Project Manager: (Example) Susan Summers***

***Project Team Members:*** ***(Example) Mustafa Khalid, Dave Jones, Inna Steffens, Tim Chen***

## Project Team

**Project Sponsor:** Enter information here

**Business Lead:** Enter information here

**Project Manager:** Enter information here

**Project Team Members:** Enter information here

## *(Example) Required Resources*

* ***(Example) Reserved conference space for 25 throughout the life of the project.***
* ***(Example) 24/7 badge access to Building A.***
* ***(Example) 5 Microsoft Project licenses.***

## Required Resources

* Enter information here
* Enter information here
* Enter information here