Project Charter Document

Project Name: Bounce rate increasing significantly leading to patient dissatisfaction

Industry: Retail

Department: Market Analysis

Product/Process: Data Analysis

Prepared By

Document Owner(s)	Project/Organization Role
Rhutwij Deokar	Data scientist

Project Charter Version Control

Version	Date	Author	Change Description
1.0	14/09/2023		Document created

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1   PROJECT CHARTER PURPOSE

This project charter serves to address the pressing business problem of a significantly increasing bounce rate leading to patient dissatisfaction. It defines the scope, objectives, and overall strategy for reducing the bounce rate and enhancing patient satisfaction. This document acts as a crucial tool for project initiation, planning, execution, control, and assessment. It establishes a clear reference point for project goals, scope, organization, estimates, work plan, and budget, specifically tailored to mitigate the identified issues causing patient dissatisfaction. Furthermore, it functions as a formal agreement between the Project Team and Sponsors, outlining the deliverables, budget, timeline, risks, resources, and standards necessary to achieve the project's success.

2   PROJECT EXECUTIVE SUMMARY

- Business Problem
- Business Objective
- Business Constraint
- Success Criteria:
    - o   Business Success Criteria
    - o   Economic Success Criteria
- Data Collection: Update this section after the research is done.
- Scope: If you are doing this for any specific department of the organization then please mention the same.
- Assumptions: E.g., Data will be provided by customer, Cloud & GPU will be provided by customer
- Risks: E.g., Required data might not be available; Server connectivity might be weak, etc.
- Costs: Project cost – You can do assumptions by putting [number of hours * number of human resources (cadre wise) * hourly cost]
- Timeline: High level timeline of the project. E.g., Project will be for 20 to 25 days.
- Approach: Data Analytics Project Management Methodology

3   PROJECT OVERVIEW

4   PROJECT SCOPE

4.1   Project Deliverables

Milestone	Deliverable
• Identifying Constraints and design the project architecture, explore various public forums to collect relevant data, Data Preparation.	• Deliverable 1.1—Identifying Constraints and design the project architecture. • Deliverable 1.2—Explore various public forums to collect relevant data. • Deliverable 1.3— Data Preparation
• EDA and Descriptive Analytics	• Deliverable 2.1— EDA and Descriptive Analytics • Deliverable 2.2— Insights documentation
• Show case and review, Final Presentation and documentation, Handover and KT.	• Deliverable3.1 – show case and review. • Deliverable3.2 – Final Presentation and documentation • Deliverable3.3 – Handover and KT

4.2   Deliverables Out of Scope

- Web Application
- Mobile App
- Cloud based deployment

4.3   Project Duration (start date: 15/09/2021 End date: 05/10/2021)

Project Milestone	Date Estimate	Deliverable(s) Included	Confidence Level
• Identifying Constraints and design the project architecture, explore various public forums to collect relevant data, Data Preparation.	[15/09/2023] - [21/09/2023]	• Deliverable 1.1—Identifying Constraints and design the project architecture. • Deliverable 1.2—Explore various public forums to collect relevant data. • Deliverable 1.3— Data Preparation	[High]
• EDA and Descriptive	[22/09/2023]	• Deliverable 2.1— EDA and Descriptive Analytics	[High]

Analytics	- [30/09/2023]	● Deliverable 2.2--- Insights documentation	
● Show case and review, Final Presentation and documentation, Handover and KT.	[01/10/2023] - [05/10/2023]	● Deliverable3.1 – show case and review ● Deliverable3.2 – Final Presentation and documentation ● Deliverable3.3 – Handover and KT	[Medium]

5 PROJECT CONDITIONS

5.1 Project Assumptions

● Data will be extracted from public sources and then client provided data is mapped and finally one master data will be shared by Innodatatics for further analysis.
● Dashboards and insights are mandatory.

5.2 **Project Issues** – *Fill it as and how project progresses.*

Priority Criteria

1 – High-priority/critical-path issue; requires immediate follow-up and resolution.

2 – Medium-priority issue; requires follow-up before completion of next project milestone.

3 – Low-priority issue; to be resolved prior to project completion.

4 – Closed issue.

#	Date	Priority	Owner	Description	Status & Resolution
1		High			
2		High			

5.3 Project Risks – *Identify if there are any risks that you foresee.*

#	Risk Area	Likelihood	Risk Owner	Project Impact-Mitigation Plan

| 1 | Insufficient User Feedback | Medium | Customer Support Team | In the event of limited feedback, targeted outreach campaigns and incentives will be employed to gather valuable insights, ensuring a comprehensive understanding of user experiences. |
| 2 | Technical Challenges during Implementation | Medium | IT Department | To mitigate the impact on the project, a contingency plan will be in place, including immediate technical support, collaboration with relevant experts, and potential adjustments to the project timeline |

6   PROJECT REFERENCES – Any previous projects you have referred. If yes, please share the details.

Project	Description
Real-Time High-Load Infrastructure Transaction Status Output Prediction Using Operational Intelligence and Big Data Technologies.	An approach to use Operational Intelligence with mathematical modeling and Machine Learning to solve industrial technology projects.

7   APPROVALS

Prepared by   _____
                        Project Manager

Approved by   Sharat Chandra M_____
                        Project Sponsor

_____
                        Executive Sponsor

_____
                        Client Sponsor