Project Initiation Document

# Executive Summary

Telekuers is trading application website, serving EMEA region customers. We are getting data from multiple stock exchanges via api’s and modifying data according to according to our UI in both mobile and desktop applications. Migrating on-premise environment to AWS with cost effective and consistent connectivity to on-premise at the earliest.

## Purpose of the Document

This is the project initiation document which consists of the project scope, high level design, timelines.

## Definitions and Acronyms

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| **Acronym** | **Description** |
| EC2 | Elastic Cloud Computing |
| S3 | Simple Storage Service |
| RDS | Relational Database Service |
| VPC | Virtual Private Cloud |
| VPN | Virtual Private Network |
| ALB | Application Load Balancer |
| API | Application Programming Interface |
| DR | Disaster Recovery |

## Project Objective

*Migration of on-premise application in to AWS cloud.*

## Technical Solution

*<Briefly describe the technical solution which will be implemented to meet the objectives of the project /program>*

## Project Approach

*<Define the phases of the project and the high level details on how the proposed solution will be implemented. In brief, describe the objectives of each phase along with the critical milestones /deliverables which will be addressed by each phase >*

# Scope Definition

## Requirements/Problem Statement

*<Describe the Requirements/Problem statement (Business Justification) of the project. The statement will describe the understanding of the requirement clearly and concisely. The description needs to be aligned with any relevant system‑level or business‑level document>*

## Scope of Work

Below are the scope of this project

Migration Assessment and Profiling, migration to cloud (Application, Database, IAM, DR environment, Security , Networking )

* Application Discovery and Profiling
* Cloud network \ compute \ storage infrastructure setup
* Application migration to cloud
* One time existing data transfer to cloud
* Data migration to cloud
* Monitoring and Logging for Audit
* Securing the infrastructure
* Backup and restore process in the cloud environment
* Only AZ resilient

## Out of Scope

*<Describe any considerations of scope or activities which are outside the agreed scope of work and are considered as scope exclusions. List down work or activity which are currently out of scope with a disclaimer that any changes to scope will be a candidate for the change control process and will be executed based on formal acceptance from either parties>*

* Licence migration
* Existing encryption (existing certificate migration)
* Application development
* Setting up VPN, Router in the on-premises environment

## Assumptions

*<This section should specify the general assumptions being considered during the planning and execution of the project in bullet points>*

## Dependencies

*<This section should specify the dependencies of the project under which the project is to be executed in bullet points>*

## Constraints

*<This section should specify the constraints under which the project is to be executed in bullet points>*

## Critical Milestones and Deliverables

*<Define the list of critical milestones and deliverables along with the high level schedule>*

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| --- | --- | --- | --- |
| **SL No.** | **Key Milestones** | **Deliverables** | **Scheduled**  **Completion Date** |
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## Acceptance Criteria

*<This section will specify the deliverables of the project along with the acceptance criteria specified by the customer. >*

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| --- | --- | --- | --- |
| **SL No.** | **Deliverables** | **Acceptance Criteria** | **Target**  **Completion Date** |
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# Project Organization and Governance

This section will provide the details pertaining to the project organizational structure, the various project interfaces and define the roles and responsibilities for the various project activities.

## Project Organization Chart

*<This section will define the management/governance structure of the project. Graphical representations of Org chart can be used to depict lines of authority, responsibility and lines of management communication applicable to the project. A sample diagram is attached below for reference>*

## Project Team Size

*<This section will describe the resourcing strategy for the project. This will include the number of team members along with their skill levels >*

## Stakeholder List

*<Identify and list the stakeholders and their contact information along with relevant mapping information to technology areas >*

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| --- | --- | --- | --- | --- |
| **SL No.** | **Name** | **Role and Organization** | **Technology Area** | **Contact Details**  **(Phone/E-mail)** |
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## Roles and Responsibilities

*<Describe the roles and responsibilities of the Project team members. A matrix of activities versus responsible individuals may be used to depict project responsibilities>*

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| **SL No.** | **Project Role** | **Responsibilities Description** | **Name** | **Contact Details**  **(Phone/E-mail)** |
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## Project Monitoring and Reporting

*<Describe the frequency of planned meetings and reporting for the project>*

Meetings

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| **SL No.** | **Meeting Name** | **Purpose** | **Participants (Role Names)** | **Ownership** | **Frequency** |
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Reports

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| **SL No.** | **Report Name** | **Purpose** | **Target Audience** | **Ownership** | **Frequency** |
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## Escalation Matrix

*<Identify and list down the key contacts for escalations and their contact information availability >*

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| --- | --- | --- | --- | --- |
| **Escalation Level** | **Name** | **Designation** | **Contact Details**  **(Phone/E-mail)** | **Business Hours**  **(Availability & Timezone)** |
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## Complaint Handling Process

*<Indicate a reference to the relevant sections of the contract or the process followed for handling and resolution of complaints that may be raised by either party during the execution of the project>*

## Change Control Process

*<Indicate a reference to the relevant sections of the contract or the process followed for controlling and managing changes which may impact the scope, schedule or cost of the project during execution >*

# Appendix

<Insert the templates and relevant technical documentation which will be used in this project. Alternatively, provide the URL/location information for the templates or documentation >

## Weekly Status Report Template

*<Insert the customer agreed template>*

## Monthly Project Management Review Template

*<Insert the customer agreed template>*

## Architecture and Design

*<Insert the high level design document with the architecture diagram and other relevant technical details as appropriate>*

# References

<Insert the Reference documents or their URL/location information >

# Change Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Number** | **Changes Made** | | | |
| V1.0.0 | Initial baseline created on <dd-Mon-yy> by <Name of Author> | | | |
| V1.1.0 | <Please refer the configuration control tool / change item status form if the details of changes are maintained separately. If not, the template given below needs to be followed> | | | |
| **Section No.** | **Changed By** | **Effective Date** | **Changes Effected** |
|  |  |  |  |