

## PROJECT CHARTER

General Project Information																			
<b>Project Name:</b>	XYZ Website Project																		
<b>Project Purpose:</b>	The objective of this project is to create a professional website that will provide existing and future clients a showcase of XYZ company's professional products and services. The new website will provide XYZ's clients with an exceptional shopping experience. XYZ clients will be able to use the website to purchase products and services. XYZ will be able to efficiently monitor sales and effectively update their inventory.																		
<b>Executive Sponsors:</b>	Roger Wilson (CFO) and Lisa Sellers (Executive Oversight Committee Chairman)																		
<b>Department Sponsor:</b>	Tom Kane XYZ Facilities																		
<b>Measurable Objectives:</b>	<ul style="list-style-type: none"> <li>The website is fully operational within six months from the project launch date.</li> <li>A backup of all XYZ website information is maintained offline in case of catastrophic failure.</li> <li>System errors or failures are kept below 3% per month based on total system transactions.</li> <li>The help desk must be active between 7:00 AM and 8:00 PM seven days a week.</li> </ul>																		
<b>High-Level Project Description</b>	<ul style="list-style-type: none"> <li>Interview key stakeholders of XYZ to document requirements</li> <li>Analyze requirements to design and build a new website.</li> <li>The estimated cost to analyze requirements, design, build, test implement, and maintain the XYZ website for five years.</li> <li>Complete project charter formally presented by ABC Web Designs to key XYZ stakeholders.</li> <li>Finalize hosted website, ongoing support, and maintenance.</li> <li>The website must be completed within 3-6 months from the project launch date.</li> </ul>																		
<b>Project Budget</b>	<p>Based on the estimated budget for the 6 months, the total estimated base cost is \$103,026.00</p> <p>This information was calculated by multiplying the project team's hourly rate by their approximate hours worked per month. After obtaining each employee's monthly salary, the total for each employee was multiplied by the project duration time of 6 months.</p> <p>An additional 10% contingency has been added to the total estimated cost increasing the total estimated budget to \$ 113,329.00</p> <table> <tr> <th>Project Staff</th><th>Hourly Rate</th></tr> <tr> <td>Project Manager</td><td>\$65.00</td></tr> <tr> <td>Helen Peters, Web Designer, ABC Web Designs</td><td>\$51.00</td></tr> <tr> <td>Jason Morris, Senior Developer</td><td>\$56.00</td></tr> <tr> <td>Scott Fassett, Senior Web Designer</td><td>\$54.00</td></tr> <tr> <td>Cindy Lewis, Consulting Analyst</td><td>\$48.00</td></tr> </table> <table> <tr> <th>Project Staff</th><th>Approximate Hours Per month</th></tr> <tr> <td>Project Manager</td><td>125</td></tr> <tr> <td>Helen Peters, Web Designer, ABC Web Designs</td><td>16</td></tr> </table>	Project Staff	Hourly Rate	Project Manager	\$65.00	Helen Peters, Web Designer, ABC Web Designs	\$51.00	Jason Morris, Senior Developer	\$56.00	Scott Fassett, Senior Web Designer	\$54.00	Cindy Lewis, Consulting Analyst	\$48.00	Project Staff	Approximate Hours Per month	Project Manager	125	Helen Peters, Web Designer, ABC Web Designs	16
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		<ul style="list-style-type: none"><li>• Key-based authentication over password authentication should be enforced.</li><li>• The product screen accepts production information, including lot, product number, and date.</li><li>• The status screen provides the ability to produce a Product Lab Summary Report.</li><li>• All customer interface screens should provide the ability to print on-screen data to the printer.</li></ul>		
	<b>Overall Project Risks:</b>	<ul style="list-style-type: none"><li>• After all, requirements have been captured and understood, the project schedule may exceed the six-month target date for completion.</li><li>• Changes in project staff may unexpectedly occur due to attrition requiring time to fill the position and transition the required work.</li><li>• The wide area network and local area network have been recently unstable with relevant upgrades being made by the service providers. This may cause further delays in the project schedule once it has been baselined.</li></ul>		
<b>Project Team</b>				
	<b>Name</b>	<b>Department</b>	<b>Telephone</b>	<b>E-mail</b>
<b>Project Manager:</b>	Shawnette Johnson	ABC Web Design IT Management Department	555-524-5264	s.johnson@abcweb.com
<b>Core Team Members:</b>				
Web Designer	Helen Peters	ABC Web Design Computer systems Department	555-284-6325	h.peters@abcweb.com
Senior Web Developer	Jason Morris	ABC Web Design Computer systems Department	555-245-9865	j.morris@abcweb.com
Consultant Analyst	Cindy Lewis	ABC Web Design IT Department	555-978-8845	c.lewis@abcweb.com

Senior Web Designer	Scott Fassett	ABC Web Design Computer systems Department	555-212-1367	s.Fassett@abcweb.com
Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
Name	Telephone	E-mail		
Roger Wilson (CFO)	555-326-3781	<a href="mailto:R.Wilson@xyz.com">R.Wilson@xyz.com</a>		
Lisa Sellers (EOCC)	555-482-3782	<a href="mailto:L.Sellers@xyz.com">L.Sellers@xyz.com</a>		
Tom Kane (Manger)	555-458-8546	<a href="mailto:T.Kane@xyz.com">T.Kane@xyz.com</a>		
Edward Speck (Product Manager)	555-256-5468	<a href="mailto:E.Speck@xyz.com">E.Speck@xyz.com</a>		
James Pulliam(PSM)	555-845-9984	<a href="mailto:J.Pulliam@xyz.com">J.Pulliam@xyz.com</a>		
Carol Donners(WM)	555-297-1324	<a href="mailto:C.Donners@xyz.com">C.Donners@xyz.com</a>		
Summary Milestone Schedule				
<ul style="list-style-type: none"><li>• The project will launch on November 02, 2020.</li><li>• XYZ web requirements will be obtained and finalized on November 16, 2020.</li><li>• The project design draft will be completed on November 30, 2020.</li><li>• The final web design will be presented on December 07, 2020.</li><li>• Web Development will be completed on January 26, 2021.</li><li>• Web-users will complete their testing on February 16, 2021.</li><li>• Live Beta Testing will be completed on March 16, 2021.</li><li>• The final updates from Beta Testing will be performed on April 06, 2021.</li><li>• The Website will go live on April 13, 2021.</li></ul>				
Project Success Criteria <i>The project success criteria refer to measurable terms of what should be the outcome of the project that is acceptable to the end-user, customer, and stakeholders.</i>				
<ul style="list-style-type: none"><li>• The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns.</li><li>• Stakeholder assignments to the project are maintained and remain static.</li><li>• Stakeholder responses to questions or data are responded to in a timely and efficient manner not to exceed 24 hours.</li><li>• Project team staffing remains stable and consistent throughout the project.</li></ul>				
Project Exit Criteria <i>Exit criteria are the criteria or requirements, which must be met before completing a specific task or a process. It is a predefined set of conditions that must exist before a unit of project work can be deemed completed.</i>				
<ul style="list-style-type: none"><li>• No known issues will impact the start of the successor phase.</li><li>• The project sponsor and project manager have fully signed off on the completion of the current phase.</li><li>• Project performance has not exceeded a 10% threshold above the cost baseline for the current phase.</li><li>• All required project staff to support the successor phase are fully available to support the successor phase schedule.</li></ul>				
Assumptions <i>List any assumptions that are believed to be true either through Experience or high-level Historical Data. A Project Assumption is stated without any empirical evidence. All Project Assumptions are potential risks. Assumption Analysis is one of the important techniques for Risk Identification. Project Assumptions should be well Documented and well Communicated.</i>				

- The Project work schedule will be 5 days a week excluding weekends and holidays.
- Project work hours are between 8:00 a.m and 5:00 p.m daily.
- Meeting rooms at the customer site are readily available to meet with stakeholders on a regular or as-needed basis.
- No overtime budget is available to cover project needs beyond what has been scheduled or to address unexpected delays.

**Constraints** *List any conditions that may limit the project team*

*'s options for resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on the number of staff that may be assigned to the project).*

- Project staff will not be able to work weekends or holidays to make up any schedule delays.
- There are no current backfill opportunities for any of the currently assigned project staff.
- Customer stakeholders assigned to provide information and data to project staff must be timely with no delays beyond 24 hours to meet the baseline schedule requirements.

#### Sign-off

	Name	Signature	Date (MM/DD/YYYY)
<b>Executive Sponsor</b>	Roger Wilson	<i>Roger Wilson</i>	04/01/21
<b>Department Sponsor</b>	Tom Kane	<i>Tom Kane</i>	04/01/21
<b>Project Manager</b>	Shawnette Johnson	<i>Shawnette Johnson</i>	04/01/21

**Project Approval Requirements** *Project approval requirements (i.e. what constitutes project success, who decides the project is successful, and who signs off on the project*

Tom Kane: Manager of XYZ facilities (Project Sponsor)  
Shawnette Johnson: Project Manager, ABC Web Designs