

PROJECT CHARTER

General Project Information					
Project Name:	PMO Web Application				
Sponsors:	Kadidia Fofana				
Client:	ABC Tech				
Project Scope Statement					
Project Purpose / Business Justification					
<p>ABC Tech is a Artificial & Robotic company created in 2006, Since the discovery of multiple innovations, the numbers of projects manage and deliver by the ABC Tech company have more than triple since the past 2 years. R&D and Client deployment Projects are vital for the company that is working in very competitive market. New Project Manager has been hire (Permanent & Consultant), we can count in total 40 PM and 15 PCO in the company. There is a lack of methodology, in the company especially in the PMO department that have difficulties to monitor all projects and make sure that there all pass the gating system mandatory to the federal audits conducted on a monthly basis. After revision of the different products available in the market that simply provide status of the portfolio & project timelines, cost & resource, the PMO of ABC Tech decide to hire a Startup firm to create a Customized Web Application tool</p>					
Objectives (in business terms)					
<p>The objective of this project is to:</p> <ul style="list-style-type: none"> - Decrease the onboarding time by 20% of new Project Manager hire by the end of 2021 - Increase by 40% the number of project that respect the timeline, Budget and pass the federal audits by the end of 2021 - Increase Customer Satisfaction by 35% by the end of 2021 					
Scope					
<p>The Project will create a Web application that will provide the functionalities below:</p> <ul style="list-style-type: none"> ▪ Management of the Project lifecycle workflows (Waterfall & Agile Methodology) with approval gates ▪ Management of documentation and ability to provide template filled out online ▪ Management of Project Timeline, Budget & Resources Risks& Issues ▪ Generate reports, Portfolio Overview <p>The project will not create connector to other applications</p>					
Project Deliverables & Milestones					
	INITIATION	PLANNING	EXECUTION	MONITORING & CONTROL	CLOSURE
Deliverables	Business Requirement	Project management Plan	Software design Prototype (Bonus)	Weekly Report Steering committee	Lessons learned
Dates	22 July	5 Aug	5 Aug – 2 Sept		8 Sept



Major Known Risks

Risk	Risk Rating (Hi, Med, Lo)
Due to the Covid-19 situation and the High level project there may be a risk that the client will not be available to provide enough guidance to the Start up firm	Severity Medium
There may be a risk that the Start up firm doesn't have all ressources skills required to develop the prototype	Severity Medium


Constraints

The Budget allocated for the project is 100,000\$ (Including contingency)
Project duration is 10 weeks

External Dependencies

No dependencies

6. Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor	Kadidia Fofana		07/08/2020