*Expense Management*

project charter

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*<03/03/2022>*

VERSION HISTORY

|  |  |  |  |  |  |
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| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *Stephen Prince* | *<01/02/22>* | *Marc Bueno* | *03/02/2022* |  |
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# Introduction

## Purpose of Project Charter

The Expense Management project charter documents and tracks the necessary information required by decision maker(s) to approve the project for funding. The project charter includes the needs, scope, justification, and resource commitment as well as the project’s sponsor(s) decision to proceed or not to proceed with the project. It was created during the Initiating Phase of the project.

The intended audience of the Expense Management project charter is the project sponsor and senior leadership.

# project And Product Overview

Expense Management will be a mobile/web Application that will be used by companies to have an automated AP (Accounts Payable) System that handles all the Expense data and can be input directly from the user along with an attachable copy of the invoice for validation.

This data will be used for reconciliation with bank statements and can be used as live Expense data for Analytical reporting with scalability option. Since the code is in open source, it can be scaled to any levels and translated to any platform to make it available for multiple companies to use for their customized personal Expense Data.

# Justification

## Business Need

All companies should be able to pay their bills on time in order to stay in business, and employee expenses are one of those bills. For any company with employees who conduct business outside of the office, expense management will always be crucial. With effective expense management processes in place, companies can issue those reimbursements quickly and accurately.

## Strategic Alignment

| **Goal** | **Project Response Rank** | **Comments** |
| --- | --- | --- |
| *Scale*: **H** – High, **M**- Medium, **L** – Low, **N/A** – Not Applicable | | |
| **NC / Division / Branch Strategic Goals:** | | |
| Combo |  |  |
|  |  |  |
| **Strategic Goals:** | | |
| *Understand current expenses* | M |  |
| Language Analysis and Weightage | H |  |
| **Development Goals:** | | |
| *User Interface Aesthetics* | H | As per Milestone 2 remarks |
| Improve employee experience | L |  |
| Programming DevOps | H |  |
| **IT Deployment Goals:** | | |
| *Establishment of effective use of the service* | L |  |
| Delivering a value to a customer | H |  |
| **President’s Management Agenda (PMA) Strategic Goals:** | | |
| *Eliminate low value, outdated and unnecessary policies* |  |  |
| Develop a process to assess and minimize the burden of such guidance on federal agencies |  |  |

# Scope

## Objectives

The objectives of the expense management are as follows:

* *Monitor employees spending to identify areas to save costs and reduce risks.*
* *Achieve more secure document management.*
* *Reduce reimbursement cycles to raise productivity.*
* *Create actionable insights into the overall financial health of the firm.*
* *Reduce human errors in documentation to ease reconciliation of statements.*

## High-Level Requirements

The following table presents the requirements that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| Req. # | I Requirement Description |
| --- | --- |
| Company Datasets | Dataset of company to create structure of application database. |
| Networking pipes | VPN Firewall setup and 2nd layer 2way authentication RSA Token security. |
| Softwares | Development softwares |

## Major Deliverables

The following table presents the major deliverables that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| Major Deliverable | I Deliverable Description |
| --- | --- |
| Mobile app software | User friendly Expense management System |
| Reports | Reporting capabiities over Expense data |

## Boundaries

This project is inclusive of only Expense Management System data and does not handle any other sensitive company data.

# Duration

## Timeline

19/01

02/02

06/02

05/04

System Development

Completed

Developed Prototype

Requirements Analysis

Completed

Project Plan Completed

## Executive Milestones

The table below lists the high-level Executive Milestones of the project and their estimated completion timeframe.

| **Executive Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
| Milestone 1: Project Charter Approval  Development Fields  Language estimation  Peer review  Individual review | Completed within 10 days after approval. |
| Milestone 2: Development Initiation Phase  Requirement Analysis  Architecture Analysis  Infrastructure and Supply Chain Analysis  Diagrams: Use case diagram,  Server-client diagram | Completed within a month |
|  |  |

# budget Estimate

## Funding Source

Open-Source software and Framework at present, Funding will be decided in future.

## Estimate

This section provides a summary of estimated spending to meet the objectives of the *expense management* project as described in this project charter. This summary of spending is preliminary and should reflect costs for the entire investment lifecycle. It is intended to present probable funding requirements and to assist in obtaining budgeting support.



# High-Level Alternatives Analysis

1. Infrastructure and Architecture Analysis
2. Database and Entity-Relationship Analysis
3. High Level Code Refactoring and Code Analysis
4. Code Translation and Integration Capability Analysis

# Assumptions, Constraints And Risks

## Assumptions

This section identifies the statements believed to be true and from which a conclusion was drawn to define this project charter.

1. Project costs will stay same as initially budgeted costs.
2. *The scope of the project will not change once the stakeholders sign off on scope statement.*
3. *Schedule of project will depend entirely on the success of Development and Testing team.*
4. *Critical paths and Integration with Language Risk analysis resulted in using backup language for development of source code for Translation into other Frameworks and increase Scalability.*
5. *Project will take 2 paths of Application Building:* 
   1. *Path 1: HTML, PHP and SQL Integration Services*
   2. *Path 2: Flutter Framework with Dart code and IOS Android Integration*

## Constraints

This section identifies any limitation that must be taken into consideration prior to the initiation of the project.

1. *Data entry errors*
2. *Lack of visibility*
3. *Lack of transparency in reporting*
4. *Deadlines*
5. *Error in programming codes.*
6. *Data Reconciliation don’t match with production data.*
7. *Data discrepancy.*

## Risks

| **Risk** | **Mitigation** |
| --- | --- |
| Data Destruction | Backup Codes |
| Programmable errors | Expertise Consultations |

# Project Organization

## Roles and Responsibilities

| **Name & Organization** | **Project Role** | **Project Responsibilities** |
| --- | --- | --- |
| Marc Bueno  Fanshawe | Project Sponsor | Person responsible for acting as the project’s champion and providing direction and support to the team. In the context of this document, this person approves the request for funding, approves the project scope represented in this document, and sets the priority of the project relative to other projects in his/her area of responsibility. |
| Saad Aldin  Fanshawe | Project Manager | Program representative responsible for coordinating with acquisition officials on projects for which contract support is contemplated. This representative is responsible for technical monitoring and evaluation of the contractor's performance after award. |
| Stephen  Fanshawe | Project Manager | Performs the day-to-day management of the project and has specific accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. |
| Sukhpreet Kaur  Fanshawe | Developer | Development of HTML codes and document handling. |

## Stakeholders (Internal and External)

The Project Company is yet to be decided and the Stakeholders will be internal customers of the said Company.

# Diagrams:

# database diagram:

# *Database Diagram constructed from forming entity relationships with different fields and tables*

# Graphical user interface, diagram Description automatically generated

we are using star schema structure as reference for development process and relationship analysis

Which eases Normalization process and follows the Cardinality rule and maintains data Integrity

# Server-client architecture:

# Basic Client-SERVER:Customer-Admin Architecture

# Diagram Description automatically generated

# activity diagram:

# 

# project Charter approval

The undersigned acknowledge they have reviewed the project charter and authorize and fund the *Expense Management System* project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Marc Bueno |  |  |
| Title: | Sponsor |  |  |
| Role: | Approver |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Stephen Prince |  |  |
| Title: | Project Manager |  |  |
| Role: | Developer |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Saad Aldin |  |  |
| Title: | Project Manager |  |  |
| Role: | Approver |  |  |

APPENDIX A: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX B: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.*

*http://www2.cdc.gov/cdcup/library/other/help.htm*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |