# Suggested Samples for Methods

## Project Charter

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| **Project Title:** Digital Transformation Initiative | | | | | |
| **Start Date:** 1st July, 2023 | | | **End Date:** 31st December, 2023 | | |
| **Budget Allocation:** RM 80,000 is issued for this project. | | | | | |
| **Project Manager:** Sujan Shrestha | | | | | |
| **Project Objectives:**   * **Enhanced Digital Infrastructure:**   **The project aims to modernize our digital infrastructure by integrating cutting-edge technologies for improved performance and efficiency.**   * **Cost Optimization:**   **By reducing redundant processes and optimizing resource utilization, the project will lead to significant reductions in both capital and operating expenditures.**   * **Strategic Alignment:**   **A well-defined digital transformation will enable us to align our technology strategy with our business objectives, fostering consistent and forward-thinking management.**   * **IT Landscape Evaluation:**   **The project will conduct a thorough evaluation of our current IT landscape to ensure it adapts to evolving business needs and strategies.** | | | | | |
| **Success Criteria:**   * The new digital infrastructure should outperform the existing system. * The project must stay within the allocated budget and deliver cost savings. * Transitioning to the new infrastructure should occur incrementally. * Highly reliable digital services must be available 24/7. | | | | | |
| **Approach:**  This project will follow a structured approach based on the ten knowledge areas of project management, ensuring a holistic and effective management process. | | | | | |
| **Roles and Responsibilities:** | | | | | |
|  | **Name** | **Roles** | | **Designation** |  |
|  | **Sujan Shrestha (NP000611)** | Resource & stakeholders  management | | Project Manager |  |
|  | **Suman Paudel (NP000400)** | Cost & quality management | | Project Member |  |
|  | **Anup Panta (NP000068)** | Time & communication  management | | Project Member |  |
|  | **Rashiv Singh (NP000396)** | Risk & procurement  Management | | Project Member |  |

**Table 2: Project Charter of HCP**

## Kick-off Meeting

**Human Capital Project**

Meeting Objective: To initiate the Digital Transformation Initiative and ensure a clear understanding of the project's objectives and expectations.

**Agenda:**

* Welcome and Project Introduction: Provide an overview of the project's background, goals, and its significance to the organization.
* Project Plan, Purpose, and Scope: Discuss the project plan, including its purpose and the scope of work. Highlight key milestones and deliverables.
* Project Initiation Tools and Practices: Identify and discuss the tools and practices that will be used to initiate and manage the project effectively.
* Project Roles and Responsibilities: Present the roles and responsibilities of each team member, ensuring everyone understands their role in the project.
* Risk Assessment and Timelines: Discuss potential risks and the project timeline. Emphasize the importance of adhering to deadlines.
* Expected Deliverables: Provide an overview of the expected project deliverables and their quality standards.

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| **Action Item** | **Assigned To** | **Due Date** |
| Risk and Procurement | Rashiv Singh | 27th July 2023 |
| Resource and Stakeholders | Sujan Shrestha | 5th August 2023 |
| Cost and Quality | Suman Paudel | 9th August 2023 |
| Time and communication | Anup Panta | 15th August 2023 |

**Date and Time for Next Meeting: 17th August 2023 at 12:00 PM**

**Table 3: Kick-Off meeting on HCP**