*This example is populated using the information drawn from the case study that was looked at during the induction week. Your project will have its own characteristics so some adaptation will be required. However, this document should give an indication of the level of detail expected.*

**Project Charter**

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| Project Title Cleckhudderfax E-Commerce Portal |

Version Control

|  |  |  |
| --- | --- | --- |
| Version | Date | Summary of changes |
| 1 | 19/3/21 | *Initial version* |
|  |  |  |
|  |  |  |

Project Justification

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| *A brief summary of the project that includes reference to the commissioning organisation the target end users and providing a justification for initiating the project and the perceived key benefits. Think of the project from the perspective of your customer, this is not about what you want to achieve on the project, but what your customer wants the project to deliver and why.*  A group of independent traders based in Cleckhuddesfax aim to establish an e-commerce platform that aggregates products they sell and make them available to the local market on a click and collect basis. Thereby extending their opening hours without an impact on their work life balance.  The system will allow local residents who cannot shop locally during normal opening hours to purchase goods from their local traders. The traders specialise in locally sourced high quality goods, which are growing in popularity but cannot be purchased through local supermarkets.  The traders aim in the first instance to maintain the success of their business by making their goods available in this way. |

Project Scope

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| *Objectives listed here should relate to the purpose stated above, so should be concerned with business improvement, end-user experience, quality enhancement etc. The objectives should be SMART:*  *S - Specific*  *M - Measureable*  *A - Achievable*  *R - Relevant*  *T – Time Bound*  *For more information -* [*http://www.projectsmart.co.uk/smart-goals.php*](http://www.projectsmart.co.uk/smart-goals.php)   * Maintain or increase shop turnover within 12 months * Attract new customers that would otherwise not be able to shop with the traders. * Be usable by traders within a normal working day (need more info. here as we don’t know how much time they typically have to spare) |
| *High level requirements of the product or service should be identified here.*  **Customer Interface**   1. Alternative interfaces, but including one that reflects heritage of area 2. Support 5 traders expandable to 10 3. Search functions to search by shop or product 4. Cart function 5. Delivery slot selection 6. Login and registration system 7. Alternative payment systems to be considered, including Paypal.   **Trader Interface**   1. CMS system to manage product line 2. Trader account 3. Admin role to access whole system   **Management Interface**   1. Database dashboard access to reports 2. Daily reports on orders to be satisfied 3. Weekly reports on delivered goods 4. Monthly reports on product sales. |

Duration

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| *Identify the key milestones and overall timeline for the project – in this case times will be defined by module submission points*  Initial prototype – [Date Here]  Deployment for testing – [Date Here]  Further discussion would be needed with client to agree testing period and go-live dates. |

Estimated Budget

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| *Estimate the hours of efforts that will be required to deliver the project and any costs associated with the purchase of equipment*  No initial hardware requirements.  Hours per week per person 10-12  Team of 4  Hence total hours min: 10\*4\*8 = 320hours max: 12\*4\*8= 384hours |

Roles and Responsibilities

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| --- | --- |
| Name | Role |
| A person | Web specialist, project management support |
| A person | Database specialist, project management support |
| A person | Design Specialist, project management support |
| A person | Scrum master, database support |
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