# 1. Workload Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Project Manager**  **Name (TP Number)** | **Member 1**  **Name (TP Number)** | **Member 2**  **Name (TP Number)** | **Member 3**  **Name (TP Number)** |
| **Group** | | | | |
| Project Methodology | - | - | 100% | - |
| Project Charter | 25% | 25% | 25% | 25% |
| Scope Statement | 50% | 50% | - | - |
| Work Breakdown Structure | - | - | 50% | 50% |
| Gantt Chart and Network Diagram | 50% | 50% | - | - |
| Cost Budgeting | 100% | - | - | - |
| Quality Management | - | 50% | - | 50% |
| Cutover Strategy and Transition Plan | - | 50% | - | 50% |
| **Individual** | | | | |
| Human Resource Management | 100% | - | - | - |
| Procurement Management | - | - | - | 100% |
| Communication Management | - | 100% | - | - |
| Risk Management | - | - | 100% | - |
| **Signature** |  |  |  |  |

**2. PROJECT METHODOLOGY**

* Project Methodology Definition
* Project Management Process

1. Initiating,
2. Planning,
3. Executing,
4. Monitoring and controlling
5. Closing

* Knowledge Area

## 2. PROJECT CHARTER

## 2.1 Background

## 2.2 Objectives

## 2.3 Scope

## 2.4 Constraints

## 2.5 Estimation Budget

## 2.6 Roles & Responsibilities

## 2.7 High Level Risks

## 2.8 Major Project Milestones

## 2.9 Critical Success Factors

## 2.10 Signature

# 2. PROJECT CHARTER

## 2.1 Background

* Base on the case study
* Problem face
* Conclusion

## 2.2 Aim and Objectives

The overall aim of the project is to support reduction in capital, …… this is done by the following objectives:

* To implement a centralized data warehouse that can provide business intelligence services, which allow users to make optimum decisions in their regional inventory management.

## 2.3 Scope

The scope of the project can be broken down into the major interim product deliverables and project deliverables, which are:

* **Product Scope** – Yard Management, Warehouse Optimization……..
* **Project Scope**

## 2.4 Constraints

* Some of the budget has been used in the first 2 months, therefore there is limited budget left for the recovery effort

## 2.5 Estimation Budget

|  |  |
| --- | --- |
| **Estimation Budget** | **$280,000.00** |
| Hardware | $40000.00 |
|  |  |
|  |  |
| **Reserve** | $28000.00 |

## 2.6 Roles & Responsibilities

| **Role** | **Source / SME-Department** | **Responsibility** |
| --- | --- | --- |
| Project Manager | Internal (GITS – PMAC) | * Prepare project management plan and revision(s) thereto * Define Project Scope |
| Project Sponsor | Internal (GITS) | * Approving key project deliverables * Initiating and participating in project reviews and providing directions |
|  |  |  |
|  |  |  |

## 

## 2.7 High Level Risks

There are several high-level risks that have been identified that need to be considered for the successful of the project:

## 2.8 Major Project Milestones

|  |  |
| --- | --- |
| **Milestones** | **Date** |
| Received Project Approval | 11/01/2017 |
| Completed Initiation Phase | 12/01/2017 |
| Completed Planning Phase | 01/02/2017 |
| Completed Software Requirements Specification | 20/02/2017 |
|  |  |
|  |  |
|  |  |
| Project End | 16/06/2017 |

## 2.9 Critical Success Factors

The success criteria have been established for the project to ensure thorough assessment, and effective completion of the project. There are several major critical success factors that determine the success of the project, which are:

* The project must be fulfilled with no budget overruns. The allocated budget is $280,000.

## 2.10 Signature

|  |  |  |
| --- | --- | --- |
| **Signature** | | |
|  |  |  |
| **CEO of**  **Healthy Living Pte. Ltd** | **Project Manager** | **Project Sponsor** |