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**Project Charter for Amhara Bank HCI Project**

Version Control

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| 1. Project Summary | |
| Project title: | HCI Project |
| Project Executive Sponsor: | Amhara Bank |
| Project Owner: | Amhara Bank PMO |
| Contractor: | MOTI |
| Product name: | Network and Security Infrastructure |
| Manufacturer: | Lenovo, ……. Vendor |
| Project Duration: |  |
| Contract Signing Date: | March 6 |
| Project kick-off Date: | 2/5/2023 |
| Project Cost | Birr 317,809,058.30 |
| Preceding Documents: | RFP, Contract, Negotiation document and other documents |

# 2. Project Description

To emerge as a competitive bank in the financial sector, it is crucial to equip the bank with contemporary Information Technology tools. Thus, Amhara Bank embarked with this to acquire and implement infrastructure servers ………………………………………………………………………………………

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| 3. Project Objectives /Purpose |
| The objective of this project is to Supply, Installation, Configuration, integration, migration, Testing and Commissioning of **HCI** as specified in the contract. |

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| 4. Major Requirements of the Project |
| * People:   + Steering committee member from both client and contractor side   + Project managers from both client and contractor side   + Datacenter Administrator from client side   + Infrastructure administrator   + Technical expertise from contractor side for each solution to be delivered * Time:   + The initial estimate for the Project Package delivery date to Amhara Bank Warehouse is approximately 90 working days after the approval of foreign currency. * Cost:   + The approved budget for the project is * Other:   + The hardware and software solutions to be delivered during the course of the project as per the contract.   + training |

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| 5. Project scope: |
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| **In Scope** |
| The Scope of the Project mainly consists of the following:   * Supply, Installation, Configuration, Migration, Integration and Testing and Commissioning of the following solutions:  1. HCI 2. Disk backup 3. VMware 4. VM backup  * Project Management office organization and manging the project. * Delivery of hardware’s at the bank production and DR site as per the contract and schedule. * Delivery of software and licences as per schedule and contract * Environments Preparation, * Overall design (HLD) and LLD preparation for each sub solution * Migration Plan * Delivering trainings and certifications. * Design, Installation configuration and integration being comply with PCI-DSS * Implementation which includes; * Vendor Based Training and certification for each solution to be deployed according to the BoM * System implementation, Migration, integration and testing by supplier * Test case preparation with the bank * User Acceptance Testing (UAT) * Documentation * End–user- training * Go-live * Project Closure |
| **Out of Scope:** |
| * Any hardware, software and implementation that is not mentioned on statement of work and contract are out of scope. |

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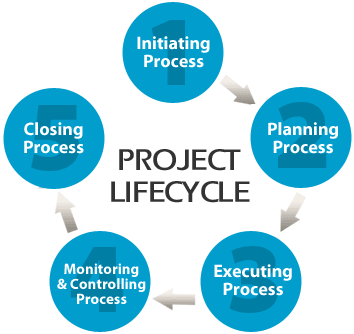
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| 6. Major Project Deliverables: |
| * Project Management Document which include: * Project Charter * Project Implementation Plan (PIP) * Project Communication and Stakeholder engagement Document * Project Quality control plan/check list * Risk Management Document * Issue Log * Project Status reports and Meeting minutes * Project Closure Document * Hardware & Software * Licenses * Supply and Inspection * High Level Design (HLD) document * Low Level Design (LLD) document * Implementation Service * Installation and configuration * Equipment Labelling * Grounding * Integration * Migration * Commissioning * Test case document * User Acceptance Testing (UAT) * Documentation and Drawings * User Training * Training Materials * As-built-in documents for each item and include all technical documents * Administration and maintenance support * Project Handover and handover document |

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| 7. Project Millstones and Approval Requirements |
| 1. Project Planing Milstone   Aproval requirments are : completed project charter and project plan   1. Item and software delivery milstone   Approval requirment is item and license delivery and inspection pass   1. Designing Milstone   Approval requirment is HLD and LLD completed and approved   1. Implmentation Milstone   Approval requirment: User aceptance test passed and approved   1. Training Milstone   Approval requirment: Training completed and confirmed |

# 8. Project development Approach and life cycle

This project will use PMP project management methodology. Thus, this methodology has five important processes groups. Those are initiation, planning, executing, monitoring & controlling, and finally closing. This process groups will be applied to each of the stages/major milestones (Delivery, Design, Implementation and Handover) as per the stage’s requirements.



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| 9. Project Assumptions |
| * From the Bank side, different teams from Project Management with committed team members have been set up for the whole project. A steering Committee should be nominated to closely follow up the progress. * Approval of LC on time. * The Core Management should take the lead to follow up the assigned staff until the completion of the implementation of the network and security infrastructure. * The bank will facilitate any requirement that needs to be fulfilled for the project on time. * Moti will have a dedicated project team to successfully complete the project by mobilizing its resources. |

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| 10. Project Constraints |
| * Frequently change of regulatory requirement * Unexpected change of project requirement * Lack of cross divisional collaboration * Lack of clarity on system integration * Insensitivity of technical team in understanding requirements * Availability of professionals * Lack of Prioritization tasks of this project in comparison to other assignments given by their organization * Stockholders requirement or expectation change |

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| 11. Project Success Criteria | | | | | |
| Criteria List | | Yes | | No | |
| 1 | The Project is completed on time. | |  | |  |
| 2 | The Project is completed on budget. | |  | |  |
| 3 | The Project meets the scope of work. | |  | |  |
| 4 | Project delivered all items within the agreed scope. | |  | |  |
| 5 | The Project meets the non-functional requirements, e.g., scalability, stability, availability, performance. | |  | |  |
| 6 | The training was delivered as planned to the appropriate teams. | |  | |  |
| 7 | All project documents delivered with expected quality | |  | |  |
| 8 | Project handover to the operational team was documented and completed appropriately. | |  | |  |

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|  | |  | | 12. Project Risk | | | | | |
|  | |  | | * Foreign Currency availability * Onetime Item delivery * Lack of resources or resource availability * Scope creep for additional requirement. * Poor Internet connection * Change of team members (Position and leaving respective organization) * Onsite availability of HCI physical resources | | | | | |
|  | |  | | **Project Risk** | | | | | |
|  | |  | |  | | | | | |
| **Risk ID** | **Risk Statement** | | **Risk Response Plan** | | **Impact** | **Probability** | **Status (Open / Closed)** | **Responsibility of** |
| R001 | Slowness in decision process | |  | |  |  |  |  |
| R002 | Material supply, custom clearance and delivery | |  | |  |  |  |  |
| R003 | Project team members to be affected by operational tasks. | | Parallel work with tasks with tight schedule | |  |  |  |  |
| R004 | Site/environment readiness | |  | |  |  |  |  |
| R005 | delivery delay | |  | |  |  |  |  |
| R006 | Resource (Human, Network, Internet, Servers & …) Scarcity | |  | |  |  |  |  |
| R007 | LC approval Delay | |  | |  |  |  |  |

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| 13. Project Team | | | | |
| S. No. | Member Name | Working Unit | Role In the Project | Remark |
| Amhara Bank Team | | | | |
| 1 | Mr. Henok Kebede | CEO | Project sponsor |  |
| 2 | Mr. Tamrate Andarge | Acting Chief Information Officer and Director, Technology Infrastructure | Business Owner & Network Architect |  |
| 3 | Mr Tewodros Mengistu | Director, System Security | Business Owner & Security Architect |  |
| 3 | Mr. Fiseha Tesfaye | Director, Program Management Office | Project Director |  |
| 5 | Mr. Abebe Alemeu | Manager, Technical projects | Project Manager |  |
| 6 | Mr. Abiyu seyoum | Manager, Network Administration | Network Expert |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOTI and Supplier Team | | | | |
| **Name** | **Title** | **Department** | **Email** | **Phone** |
| Mariamawit Nigatu | Division Manager | ICT Infrastructure Solution Sales | [Maramawit.Negatu@motiengineering.com](mailto:Maramawit.Negatu@motiengineering.com) | 0913647263 |
| Zelalem Begashaw | Director | Quality Assurance | [zelalem.begashaw@motiengineering.com](mailto:zelalem.begashaw@motiengineering.com) | 0966328348 |
| Rahel Workineh | Project Manager | Project Management | [Rahel.workineh@motiengineering.com](mailto:%20Tigist.endale@motiengineering.com) | 0923002139 |
| Eyob Tefera | Project Manager | Project Management | Eyob.tefera@motiengineering.com | 0962212854 |

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| 14. Responsibility Matrix Between Amhara Bank and the Contractor (MOTI) and Supplier Using RACI Model | | | | |
| **Tasks** | | **MOTI** | **Supplier** | **Amhara Bank** |
|  | |  |  |  |
| Assign Single point of contact/ Project Manager | | x |  | x |
| Submit Activity Report as per schedule | | x |  |  |
| Review and approve submitted documents on time | |  |  | x |
| Provide required inputs & documents on time | |  |  | x |
|  | |  |  |  |
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|  | |  |  |  |
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|  | |  |  |  |
|  | |  |  |  |
| Assigning Acceptance test responsible person | | x |  |  |
| Conduct Acceptance test and approval | | x |  | x |
|  | Where R = Responsible A = Accountable C = Consulted I = Informed | | | |
|  |  | | | |

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| --- | --- | --- | --- | --- |
| 15. Project Stakeholders | | | | |
| **N.** | **Stakeholders** | **Role and Responsibilities** | **Major Expectation** | **Level of Impact** |
| 1 | Project Sponsor from Amhara Bank | * Give direction to project executive and project manager * Provide approval and funding for the project * Resolve conflicts |  | * High impmact on project sucess |
|  | Project Sponsor from Deliver ICT | * Handle and facilitate Project * Resolve conflicts * Approves the need and assess the health of the project |  |  |
|  | Progrm Managment Director | * Ensure the project sucess * Solve Escalations |  |  |
|  | Chief Information technolgy Officer | * Business owner and provide confirmation on infrastracure side |  |  |
|  | Director, Technology Infrastructure | * Business owner and provide confirmation on infrastracure side |  |  |
|  | Director, System Security | * Business owner and provide confirmation on system security side |  |  |
|  | Project Manager from Amhara Bank | * Leading and managing the team effectively, ensuring appropriate allocation of work to optimize productivity and to meet agreed milestones in terms of scope, quality and cost. * Manage project resource, assign tasks for project teams, * plan and report Weekly and Monthly report to the project board and executive |  |  |
|  | Project Manager from MOTI and Supplyer |  |  |
|  | Technical Teams from from Amhara Bank | * Responsible for the deliverables assigned. * Responsible for meeting the target dates of each task. |  |  |
|  | Technical Team from MOTI and supplyer |  |  |
| * Implementing the solutions both data center and perimeter firewall to the satisfaction of client based on BoM |  |  |
|  | Amhara Bank infrastracture and Security end users | * End user testing and project partcipation |  |  |
|  | Amhara Bank IT Audit department | * Auditing the project | * Deliverables delivery as per the scop and quality * All documents delivery with qulaity * Proper Project Mangment and delivery with all required document | * High impcat on the final project success aceptance |
|  | Amhara Bank risk mangment department | * Checking the project risks recorded, anlysed and manged properly | * Project risks identified, registerd, analysed, planed, managed and documented properly | * Has igh impact on project success as per the schedule and scop |

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| 16. Project Steering committee and their roles | |
| Member | Role |
| Chief Information System from Amhara Bank | Chairperson |
| Director PMO from Amhara Bank | Member |
| Director Technology infrastructure from Amhara Bank | Member |
| Director System security from Amhara Bank | Member |
| Technical Project Manager from Amhara Bank | Member and Secretary |
| Project Manager from MOTI and Supplier | Member |
|  |  |
| Project Role | Responsibilities |
| Steering Committee | ♦ Give direction for project executive and project manager    ♦ Handle and facilitate critical issues of the project which are difficult to the project manager and to the project team  ♦ Decision making on escalated issues  ♦ Receive and approve Stage plan and report, full project plan, project finishing report and agreement plan and report  ♦ Develop a reward/recognition program to recognize committee members and program volunteers.  ♦ Inform and discuss with the steering committee for issues beyond the capacity of the project manager and the project team  ♦ Verify reasonableness of project related costs  ♦ Direct the project manager  ♦ Confirm customer business issues |

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| 17. Communication and reporting plan |
| The following table identifies the communication requirements for this project |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication** | **Objective of** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** | **Format** |
| **Type** | **Communication** |
| Kickoff Meeting | Introduce the project team and the project. Review project objectives and management approach. | • Online | Once | • Project Team  • Stakeholders | Project | • Agenda | • Hard copy/ Soft copy  (as needed) |
|  | Manager | • Meeting |
|  |  | Minutes |
| Project Team | Review the status of the project with the team. | • Face to | Bi-Weekly | • Project Team | Project | • Agenda | • Hard copy/ Soft copy  (as needed) |
| Meetings | Face | Manager | • Meeting |
|  | • Confere |  | Minutes |
|  | nce Call |  | • Project |
|  |  |  | schedule |
| Technical | Discuss and develop  Technical solutions for the project. | • Face to | As Needed | • Project | Technic al | • Agenda | • Hard copy/ Soft copy  (as needed) |
| Meetings | Face | Technical | Lead | • Meeting |
|  |  | Staff |  | Minutes |
| Monthly Project | Report on the status of the project to management. | • Face to | Monthly | • PMO | Project | • Slide | • Hard copy/ Soft copy  (as needed) |
| Status Meetings | Face | Manager | updates |
|  | • Confere |  | • Project |
|  | nce Call |  | schedule |
| Project Status | Report the project’s status, including activities, progress, costs, and issues. | • Email | By weekly | • Project | Project | • Project | • Hard copy/ Soft copy  (as needed) |
| Reports | Sponsor | Manager | Status |
|  | • Project Team |  | Report |
|  | • Stakeholders |  | • Project |
|  | • PMO |  | schedule |

## 18 Project Governance and Escalation

| **Project Team Member(s)** | **Title** | **Project Role** |
| --- | --- | --- |
| Tasew Ayele | Vice president of operations | Approvals |
| Hanan Mohammedkiyar | Vice president of Sales | Approvals |
| Bezawit | Import and logistics division manager | LC and Delivery of the goods |
| Rahel Workineh | Project Manager | * Day to day project Management * Manage the planning & execution of the project * Identified risks * Addresses identified risks * Regularly communicate the project status to top management * Control, Recorded and present changes for approval |
| Maramawit Nigatu | Account manager | Advise on Contractual issues |
| Eyob Tefera | Project manager | Keep project organized and running smoothly |
| Lenovo | Technical Lead | Assists on the projects any technical aspects. |

# 19. Monitoring and evaluation

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| 21. Project Charter Approval |
| |  |  | | --- | --- | | **Approval sheet: Charter signed by the Client and Contractor side** | | | **Amhara Bank** | | | Name: | Name: |  | | Signature: | Signature: |  | | Date: | Date: |  | | Name: | Name: |  | | Signature: | Signature: |  | | Date: | Date: |  | | Name: |  |  | | Signature: |  |  | | Date |  |  | | **MOTI** | |  | | Name: | Name: |  | | Signature: | Signature: |  | | Date: | Date: |  | |

# Appendix

1. Project Contract
2. Project Plan