PROJECT CHARTER TEMPLATE

PURPOSE OF THE DOCUMENT:

The Project Charter will serve as an ***internal*** document that captures high level planning information (scope, deliverables, assumptions, etc.) about the Project.

The Project Manager creates the Project Charter in the Initiation Phase of the Project, in consultation with the Business Manager. Its purpose is to recognize the existence of the project and to begin the planning process required to accomplish the Project goals. It is not intended to be shared with the customer as a formal contract or legal document.

The Project Charter is an input to the Definition Phase of the Project where much of the information contained herein forms the basis for detailed project planning.

Version 0.1
December 20, 2000

PROJECT CHARTER

Project Name:	Development of Online Business Training Platform
Date:	**19/4/2023**

1. *PROJECT GOALS*

Clear project goals must be established in order to create a successful project plan. The project's objectives ought to be SMART, or specified, measurable, achievable, relevant, and time-limited. The following project objectives might apply while creating an online training platform:

1.Create a user-friendly, intuitive platform for business training that offers fun, active learning opportunities.

2.utilising assistive technology and adhering to accessibility standards, provide a platform that is accessible to a variety of users, including those with impairments.

3.To accommodate various learning styles and preferences, offer a platform with a variety of training materials, including videos, tests, and interactive activities.

4.Make sure the platform provides high-quality content, including current knowledge and best practises, that satisfies the demands of business professionals.

5. Enable people to offer comments and suggestions for improvement by implementing a mechanism for user feedback and ongoing improvement.

*6. **Deliver the platform within the six-month deadline and $10,000 budgeted for it.***

The team may achieve a shared aim and make sure that all efforts are directed towards accomplishing the project's goals by outlining clear and precise project goals. To make sure the project objectives are being met and the project goals are still relevant, the project goals should be reviewed and evaluated on a regular basis. The team should also design a procedure for assessing how well the goals are being achieved and making changes as needed.

2. *DELIVERABLES*

The following is a high-level list of deliverables that must be completed to meet the project's goals, based on the project goals:

First Deliverable: Create an intuitive, user-friendly platform for business training that offers fun, active learning opportunities.

- Design the platform's user interface and user experience using wireframes and prototypes.
- Create and implement a responsive web application that can adjust to various hardware and screen resolutions.
- Implement interactive teaching tools including tests, evaluations, and simulations.
- Use multimedia components like infographics, animations, and movies to improve the learning experience.
- Test how intuitive and user-friendly the platform is by testing actual users.

second Deliverable: Create a platform that, with the use of assistive technology and adherence to accessibility standards, is usable by a variety of users, including people with disabilities.

- WCAG 2.1, for example, should be looked at and followed.
- Put assistive technology functions like keyboard navigation, subtitles, and screen readers into practise.
- Utilise assistive technology tools like NVDA and JAWS to test the platform's accessibility.

Third Deliverable: Create a platform with a variety of training resources, including videos, tests, and interactive activities, to accommodate various learning preferences and styles.

- Find out about the various learning preferences and types of business professionals.
- Make a range of instructional resources, including interactive exercises, infographics, quizzes, and movies.
- For simple navigation and access, divide the training materials into various categories and modules.

Fourth Deliverable: Make sure the platform includes top-notch content that satisfies the demands of business experts, including the most recent data and industry best practises.

- Research the topic of corporate training and compile the most recent data and best practises.
- Work together with subject matter experts to ensure the content's accuracy and applicability.
- To frequently organise and update the platform's material, create a content management system.

Fifth Deliverable: Implement a method for user feedback and ongoing improvement that will enable users to offer comments and suggestions.

- Create a feedback system that enables users to offer comments and ideas.
- Examine customer comments to find areas that could use improvement.

- Implement modifications in response to user comments and advice.

Sixth Deliverable: Deliver the platform within the six-month time frame and $10,000 budget allotted for it.

- Create a project plan that outlines the stakeholders, restrictions, and project's scope.
- Keep track of the project's development and make sure it stays on schedule and within the allotted budget.
- To discuss progress, problems, and dangers, hold regular project status meetings.

Each deliverable needs to have measurable goals and explicit requirements that outline what must be met for it to be accepted. To keep the deliverables current and in line with the project's aims and objectives, the project team should constantly evaluate and update them.

3. SCOPE DEFINITION

The project will concentrate on creating a platform for online business training that offers students top-notch courses in many business areas. Through recorded video lectures, interactive tests, and exams, the platform will provide flexible learning alternatives. Students will receive certificates once the course is finished. The platform would guarantee the security and privacy of user data and be available online.
Out of scope:

- *marketing and advertising for the virtual training environment.*
- *creating training materials for particular business sectors or industries.*
- *a multilingual translation of the platform.*
- *Integration with tools or programmes from third parties.*
  In scope:

- *Design and creation of a business training-focused, user-friendly, and intuitive online training environment.*
- *developing wireframes, prototypes, and a responsive web application that can change to fit various screens and devices.*
- *integration of multimedia components including animations, infographics, and movies to improve the learning process.*
- *the use of interactive learning tools including tests, evaluations, and simulations.*

4.   PROJECT MILESTONES

Month 1 of a Project Initiation
- *Define the project's objectives, goals, and scope.*
- *Make team and project charters.*
- *create a statement for the product backlog*
- *Assign roles and duties to the project team.*
- *Establish rules for meetings and communication*
- *Set the project's budget and schedule.*
- *Get the client to sign off on the project plan.*

Months 2-4 of design and development
- *Analyse and conduct user research*
- *Create prototypes and wireframes*
- *Create style guides and design mockups.*
- *Create front- and back-end architecture.*
- *Add interactive elements and multimedia components.*
- *Embrace content management system integration*
- *Test your users' acceptance*

Months 5–6 User Comments and Improvements
- *Gather user opinions and recommendations*
- *Examine criticism and point out areas that want improvement.*
- *Make the necessary revisions and adjustments.*
- *Complete quality assurance and testing.*
- *Create the project's final deliverables.*
- *Obtain client agreement and signature*

Payment Due Dates:

Invoice 1:*At the end of the first month, after the project has begun and the project plan has been approved.*

Invoice 2: *At the end of Month 4, once the design and development phase has been finished.*

Invoice 3: *At the end of Month 6, after the project is finished and the client has approved the final products.*

5.   ASSUMPTIONS, CONSTRAINTS & DEPENDENCIES

Making Assumptions

1. *The client's business goals and objectives for the online training platform are well-defined.*
2. *All of the content and multimedia assets required for the platform's development have been given by the client.*
3. *The platform can be developed and implemented by the project team because they have the requisite technological know-how and resources.*
4. *The project team has access to the technology and software tools required to finish the project.*
5. *Throughout the project, user testing and input will be collected on a regular basis to make sure the platform fulfils user requirements.*

Predictions for Planning:

1. *Despite possible time zone variations and distant work arrangements, the project team will be able to convene frequently and collaborate efficiently.*
2. *The project team will be able to finish all required tasks and deliverables on schedule and within the budget.*
3. *To prevent project delays, the client will promptly offer feedback and approval of project deliverables.*
4. *To ensure project success, the project team will be able to react and make the required changes to the project plan.*

Constraints:

1. *The creation and introduction of the platform may be impacted by regulatory compliance.*
2. *A $10,000 budget cap may make it difficult to deploy some features or functionality.*
3. *The six-month time limit may make it difficult to finish all required tasks and deliverables.*
4. *Dependence on content and assets supplied by the client may affect the quality and timeline of the project.*
5. *Unexpected occurrences or situations may have an impact on the project team members' availability.*

Dependencies:

1. *the need for client approval and input about project deliverables.*
2. *dependency on the client for prompt and sufficient funding.*
3. *reliance on the knowledge and availability of project team members.*
4. *dependance on software and technologies from outside sources.*
5. *reliance on observance of legal guidelines and regulations.*

7. PROJECT ORGANIZATIONAL STRUCTURE

Identify the key stakeholders and team members by function, name and role.

Function	Name	Role
Project Sponsor		Funding and strategic decision making
Lead Developer		Overseeing technical design, development, and implementation
UI/UX Designer		Creating and designing user interface and user experience
Customer Support Specialist		Providing support and assistance to platform users
Finance Specialist		Managing project budget, financial analysis and reporting.
Quality Assurance Specialist		Ensuring the quality of the project deliverables, testing and validation
Marketing Specialist		Creating and implementing marketing strategies to promote the platform
Project Manager		Planning, coordination, and control of the project
Business Analyst		Gathering and analyzing business requirements, identifying user stories and acceptance criteria, and creating product backlog items

TEAM CHARTER

Project name: Development of Online Business Training Platform

Date prepared: 19/4/2023

TEAM MEMBERS

Name	Job title or role
world-leading training company	Project Sponsor
	Project Manager
	Designer
	Content Creator
	Tester

TEAM VALUES AND PRINCIPLES

ID	Value or principle
1	Collaboration: The group will cooperate in order to accomplish the project's goals and to support one another's efforts.
2	Respect: The group will hold one another's views, opinions, and knowledge in high regard.

ID	Guideline
3	The team will share information and feedback through effective and open communication.
4	Continuous Improvement: The group will work to improve continuously, getting input and making changes as needed.
5	Accountability means that each team member will be accountable for their contributions and outputs.

MEETING GUIDELINES

ID	Guideline
1	Create an agenda for each meeting and deliver it to all attendees in advance. The topics to be covered, the time given for each topic, and any materials that need to be examined beforehand should all be listed on the agenda.
2	Start and End Meetings on Time: Respect everyone's time by starting and ending meetings on time. To maximise productivity and guarantee that everyone has an equal chance to participate, punctuality is essential.
3	Encourage Participation: Encourage everyone to take part in the conversation, to contribute their thoughts, and to ask questions. Make sure that everyone is appreciated and heard, and that nobody takes over the conversation.
4	Take action: Assign individuals action items during the meeting, then review them to see if any progress has been achieved at the following meeting. Individuals are given action items to do, which promotes accountability and advancement.

COMMUNICATION GUIDELINES

ID	Guideline
1	Clarity, concision, and a professional tone should be used in all project-related

	communication.
2	. Regular team meetings will be held to discuss project progress, issues, and concerns.
3	The project manager will be responsible for communicating with the project sponsor.
4	Team members will communicate project updates and issues with the project manager.

Explain how you will use iterations to ensure project quality. Your explanation should include:
 a. **How you will plan and execute iterations**

-We will employ iterations during the project development process to guarantee project quality. Iterations entail breaking the project down into smaller, easier-to-manage activities that can be finished quickly—typically within 1-2 weeks.
-We will initially rank the things in the backlog according to their priority and urgency in order to plan and carry out iterations. Then, we will decide which tasks are of the utmost importance and develop a strategy for finishing them within the following iteration. Each iteration will begin with a planning meeting where the team will go through the strategy and make any required changes.
-Team members will work on their allocated duties during each iteration and keep in regular contact to make sure everything is going as planned. The team will convene a review meeting at the conclusion of each iteration to assess the results and determine any areas that require improvement.
-The project team leader will work closely with the team members during each iteration to make sure that each item is finished on schedule, fits the requirements, and is consistent with the project's overall objectives. To keep the project moving forward, any problems or obstacles that surface during the iteration will be swiftly resolved.

 b. **How you will measure progress and track project performance**

-We will employ a variety of indicators, including the burndown chart, velocity chart, and cumulative flow diagram, to monitor project progress and performance. These indicators will enable us to see the amount of work still to be done, the team's productivity, and any potential bottlenecks.

-The burndown chart will gradually display how much work is still needed. The work the team completes throughout each iteration will be displayed on the velocity chart. The cumulative flow diagram will display the amount of work that is now underway, finished, and ready to begin.

- To assess if the project is on schedule and accomplishing its objectives, we will monitor these indicators throughout the project, but especially after each iteration. In order to spot any discrepancies and make the necessary corrections, we will also compare actual performance to anticipated performance.

-To make sure that everyone is aware of the project's progress and any problems that might be influencing it, we will also employ regular check-ins and status updates. These KPIs will be tracked by the project manager, who will also give the team feedback as appropriate.

 c. **How you will use feedback to make adjustments and improvements**

 -We will collect input from the project team, stakeholders, and end users following each iteration in order to evaluate the project's progress and pinpoint areas for improvement. We will use this feedback to change the project plan as needed and raise the standard of the deliverables.

-Throughout the project, we will change and enhance based on comments. To discuss what went well, what didn't go well, and what might be improved in the following iteration, the team will hold regular retrospective sessions to discuss what went well, what didn't go well, and what we can do better in the following iteration. This comments will be utilised to pinpoint problem areas and make any required changes to the project plan.

-Throughout the project, we will also ask stakeholders and end users for their opinions/feedback. To make sure the product meets their needs and expectations, this input will be analysed. To detect any problems or issues and to make any necessary adjustments to the project plan, the project manager will collaborate closely with all project stakeholders.

Overall, using iterations will allow us to continuously assess and enhance the project, guaranteeing that we are producing a high-quality result that satisfies stakeholder needs and expectations.

PRODUCT BACKLOG TEMPLATE

PRODUCT BACKLOG REPORT

ID	AS A …	I WANT TO …	SO THAT …	PRIORITY	SPRINT	STATUS		STATUS		PRIORITY
1	Business Trainer	Register for an account	I can access the platform's features and content	High	0	Complete		Not Started		High
2	Business Student	Browse courses	I can find a course that suits my needs	Medium	0	Not Started		In Progress		Medium
3	Business Student	Enroll in a course	I can learn new skills and knowledge	Low	0	Overdue		Complete		Low
4	Platform Administrator	Manage user roles and permissions	I can control access to sensitive information and features	Medium	0	On Hold		Overdue		
5	Business Trainer	Create and publish a course	I can share my expertise and generate revenue	High	0	Complete		On Hold		
6	Business Student	Leave a review for a course	I can provide feedback to the trainer and help other students make informed decisions	Low	0	In Progress				
7	Platform Administrator	Monitor platform usage and performance	I can identify and resolve issues before they affect users	Medium	0	In Progress				
8	Platform Administrator	Backup platform data	I can recover data in case of a system failure or cyber attack	Medium	0	In Progress				
9	Business Trainer	Customize course branding	I can tailor the course to my brand identity	High	0	Complete				
10	Platform Administrator	Export user data	I can comply with data protection regulations and perform analytics	Low	0	On Hold				
11	Business Trainer	Create a quiz	I can test students' understanding and progress	High	0	Overdue				
12	Business Student	Access course materials offline	I can study without an internet connection	Medium	0	Overdue				
13	Platform Administrator	Upgrade platform software	I can improve security and add new features	Low	0	On Hold				
14	Business Trainer	View course analytics	I can track student progress and engagement	Medium	0	In Progress				
				TOTAL	0					

Prioritization:
Our product backlog will be prioritised using the MoSCoW technique, which stands for "Must have," "Should have," "Could have," and "Won't have." To determine which user stories fit into each category, we will collaborate with our stakeholders. The delivery of must-have features is a need for the platform's operation. Should-have features are desirable but not necessary, and their fulfilment will be impacted by time and resource restrictions. If there is enough time and money, we will consider delivering could-have features that are desired but not essential. Features that won't be supplied in the current project iteration but may be taken into consideration for later iterations are known as won't-have features. By using this prioritisation technique, we can ensure that we meet the needs and expectations of all stakeholders while concentrating on delivering the most important features first.

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