

Project Management for Analytics
Assignment: Project Charter and Meeting Minutes

Project Charter

Project	Business Intelligence Reporting		
Created By	Aadarsha Chapagain	Date	10/06/2022
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Mission/Objectives	Develop sales reporting services to the Banking system for better insights and Decision-making.
Objectives	Convert banking raw data into valuable insights and monetize information.
Deliverables	Visualization Dashboard (PowerBI)
Stakeholders	Lambton College, 121 Brunel Rd, Mississauga
Communications	Microsoft Teams channel
Risks	Handle Personally identifiable Information data of the customers.
Documentation	Microsoft word will be kept in the designated Teams channel
Boundaries/Constraints	Build a system on open-source tools. Limited support from open-source platforms.
Costs Objectives	\$5000000
Out of Scope	Maintenance of the project not included after production. Reporting services will be developed for only two data domain in banking system.
Scheduled Objectives	The development will be done by 1/02/2022 UAT testing from 15/02/2022 to 15/03/2022 Revisit Bugs if any from 16/03/2022 to 15/04/2022 Project live on 01/05/2022
Acceptance Criteria	Visualize data on given dates in the application with no downtime.

Meeting Minutes Week3

Prepared by: Aadarsha Chapagain

Meeting type: Adhoc meeting

Date of Meeting: 01/10/2022

Time : 3 hours

Location: Lambton college

Participants: Druwal shah and Third semester of Big Data analytics students.

Discussion: 1. Discussed on project charter attributes and meeting minutes.

2. Questions on what is the project charter, the project scope and deliverables of project charter.

3. Introduction to WBS and how to create it.

4. Participants created meeting minutes drafts in 5 minutes.

Action Items: The professor asked students to create WBS on certain topics.

(ex: build WBS Childcare management)