**Project Charter Document**



**Project Name:** Optimization in Supply Chain Management

**Department:** Retail

**Focus Area:** Market Analysis

**Product/Process:** Data Analysis



**Prepared By**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Abishek N | Data Analyst |
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**Project Charter Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 08/09/2023 | Abishek | Document created. |
| 1.1 | 12/09/2023 | Abishek | Updated the goals and objectives, deliverable. |
| 1.2 | 13/09/2023 | Abishek | Updated the project duration |
| 1.3 | 14/09/2023 | Abishek | Project Research tracker updated. |
| 2.0 | 15/09/2023 | Abishek | Data Architecture Diagram created. |
| 3.0 | 18/09/2023 | Abishek | EDA Document started. |
| 3.1 | 20/09/2023 | Abishek | EDA Document completed. |
| 4.0 | 21/09/2023 | Abishek | Gained Statistical insights on Raw data in SQL |
| 4.2 | 22/09/2023 | Abishek | data cleaning operation performed (Removed Duplicates , Resolved Issues with City names, Analyzed Outliers) |
| 4.3 | 23/09/2023 | Abishek | Gained Statistical insights on Processed data in SQL, Business Insights Documented |
| 5.0 | 24/09/2023 | Abishek | Gained Statistical insights on Raw data in Python |
| 5.1 | 25/09/2023 | Abishek | data cleaning operation performed (Removed Duplicates , Resolved Issues with City names, Analyzed Outliers) |
| 5.2 | 26/09/2023 | Abishek | Gained Statistical insights on Processed data in Python, Business Insights Documented |
| 6.0 | 28/09/2023 | Abishek | Data Visualization in PowerBi completed. |
| 6.1 | 30/09/2023 | Abishek | Data Visualization in Looker studio Completed |
| 6.2 | 01/09/2023 | Abishek | Data Visualization in Excel prepared. |
| 7.0 | 02/09/2023 | Abishek | Presentation Prepared |

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# PROJECT CHARTER PURPOSE

The project charter defines the scope, objectives, and overall approach for the work to be completed. It is a critical element for initiating, planning, executing, controlling, and assessing the project. It should be the single point of reference on the project for project goals and objectives, scope, organization, estimates, work plan, and budget. In addition, it serves as a contract between the Project Team and the Project Sponsors, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.



# PROJECT EXECUTIVE SUMMARY

* Project goals
* Objectives
  + Data prepossessing
* Scope
* Assumptions
* Risks
* Costs
* Timeline
* Approach
* Organization



# PROJECT OVERVIEW



# PROJECT SCOPE

## Goals and Objectives

|  |  |
| --- | --- |
| **Goals** | **Objectives** |
| * To find an optimum inventory level for the pallets to minimize the volatility and minimize human intervention or gut based decisions | To minimize the gut - feel based decision making and help decision makers in designing new business strategies which will help in overall growth of the business, by efficiently analyzing the customer purchase and return behavior and flow of pallets in warehouses. |

## Project Deliverables

|  |  |
| --- | --- |
| **Milestone** | **Deliverable** |
| * Identifying Constraints and design the project architecture, explore various public forums to collect relevant data, Data Preparation. | * Deliverable 1.1—Identifying Constraints and design the project architecture. * Deliverable 1.2—Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation |
| * EDA and Descriptive Analytics | * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2— Insights Documentation |
| * Data Pre-Processing | * Deliverable 3.1— Data Pre-Processing * Deliverable 3. 2— Insights Documentation |
| * Show case and review, Final Presentation and documentation, Handover and KT. | * Deliverable4.1 – show case and review * Deliverable4.2 – Final Presentation and documentation * Deliverable4.3 – Handover and KT |

## Deliverables Out of Scope

* designs

## Project Duration (start date: 15/09/2021 End date: 15/10/2021)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Milestone** | **Date Estimate** | **Deliverable(s) Included** | **Confidence Level** |
| * Identifying Constraints and design the project architecture, explore various public forums to collect relevant data, Data Preparation. | [08/09/2023]  -  [21/09/2023] | * Deliverable 1.1—Identifying Constraints and design the project architecture. * Deliverable 1.2—Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation | [High] |
| * EDA and Descriptive Analytics | [22/09/2023]  -  [26/09/2023] | * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2—Insights Documentation | [High] |
| * Data Visualization | [27/09/2023]  -  [30/09/2023] | * Dashboards in PowerBi * Dashboards in Looker Studio * Excel Reports | [High] |
| * Show case and review, Final Presentation and documentation, Handover and KT. | [01/10/2023]  -  [02/10/2023] | * Deliverable4.1 – show case and review * Deliverable4.2 – Final Presentation and documentation * Deliverable4.3 – Handover and KT | [Medium] |



# PROJECT CONDITIONS

## Project Assumptions

* Work on data which is extracted from public sources.
* Can create a web API by using flask or streamlit.
* Cloud deployment should be done.
* **Robust Tested:** Application should be tested for noise data also.

## Project Issues

**Priority Criteria**

1 − High-priority/critical-path issue; requires immediate follow-up and resolution.

2 − Medium-priority issue; requires follow-up before completion of next project milestone.

3 − Low-priority issue; to be resolved prior to project completion.

4 − Closed issue.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Date** | **Priority** | **Owner** | **Description** | **Status & Resolution** |
| 1 |  | High |  |  |  |
| 2 |  | High |  |  |  |

## Project Risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Area** | **Likelihood** | **Risk Owner** | **Project Impact-Mitigation Plan** |
| 1 | [Project Risk] | [High/Medium/Low] |  |  |
| 2 | [Project Risk] | [High/Medium/Low] |  |  |

## Project Constraints



# Project Structure Approach



# Project Team Organization Plans

|  |
| --- |
| * Deliverable 1.1— * Deliverable 1.2— * Deliverable 1.3— |
| * Deliverable 2.1— * Deliverable 2.2— |
| * Deliverable 3.1— * Deliverable 3. 2— |
| * Deliverable4.1 – * Deliverable4.2 – * Deliverable4.3 – |



# PROJECT REFERENCES

|  |  |
| --- | --- |
| **Milestone** | **Deliverable** |
| [ |  |
|  |  |
|  |  |

# APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** Sharat Chandra M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Charter Document Sections Omitted

