

PROJECT CHARTER

General Project Information	
Project Name:	XYZ Company Website
Project Purpose:	Due to the increase in XYZ Company's customer base, their current website is no longer suitable for their needs as it does not provide enough information to new and existing customers. A more professional, detail oriented website with additional functionality is needed in order to satisfy the influx of traffic and ensure XYZ Company's website will suit their needs and scale with their increasing customer base for years to come.
Executive Sponsors:	Roger Wilson: CFO for XYZ Company Lisa Sellers: XYZ Executive Oversight Committee Chairman
Department Sponsor:	Tom Kane: Manager of XYZ facilities - Project sponsor over designing, building, testing, and hosting the new website
Measurable Objectives:	<ul style="list-style-type: none">• Website shall be completed within 3-6 months from the project launch date• Website must be operational 24 hours a day, 6 days a week, Monday through Saturday, and for 20 hours on Sundays, including all national holidays• The web application shall be available in the following 5 languages: English, Spanish, Japanese, French, and Italian.
High-Level Project Description	<p>This project intends to create a user-centric web application that will allow users to purchase items from a shown catalog, thus allowing for an increase in sales and productivity for XYZ Company.</p>

High-Level Requirements	<ul style="list-style-type: none"> • Functional <ul style="list-style-type: none"> ○ The website MUST display a full list of XYZ Company products/services, provide an About page containing XYZ history, and contain all XYZ Company information as follows <ul style="list-style-type: none"> ■ XYZ address ■ XYZ hours of operation ■ XYZ phone number(s) ■ XYZ email address • Nonfunctional <ul style="list-style-type: none"> ○ The website must be completed within 3 to 6 months from the project launch date and be operational 24 hours a day, 6 days a week, Monday through Saturday, and for 20 hours every Sunday.
Overall Project Risks:	<p>Scope: The scope is not fully defined since stakeholders have yet to review the supportability requirements.</p>

Project Team

	Name	Position	Telephone	E-mail
Project Manager: Core Team Members:	Alexis Hall	Project Manager	(573)555-7940	Alexis.Hall@abcweb.com
	Helen Peters	Web Designer	(462)555-7518	Helen.Peters9@abcweb.com
	Jason Morris	Senior Developer	(686)555-0283	Jason.Morris53@abcweb.com
	Scott Fassett	Senior Web Designer	(787)555-5937	Scott.Fassett3@abcweb.com
	Cindy Lewis	Consulting Analyst	(975)555-9304	Cindy.Lewis@abcweb.com

Stakeholders

Name	Telephone	E-mail
Edward Speck	(767)555-4395	EdSpeck@xyz.com
Roger Wilson	(676)555-8783	Roger.Wilson@xyz.com
Lisa Sellers	(728)555-2846	Lisa.Sellers@xyz.com
Carol Donners	(382)555-0263	C.Donners@xyz.com
James Pulliam	(885)555-9278	James.Pulliam@xyz.com
Tom Kane	(943)555-9683	Tom.Kane@xyz.com

Summary Milestone Schedule

Project Launch- 2 weeks from project charter acceptance (~08/26/20)

Gather and Finalize XYZ Web Requirements- 3 weeks from project launch date (~09/16/20)

Draft Design- 2 weeks from finalizing requirements (~09/30/20)

Final Web Design- 1 week from draft design completion (~10/07/20)

Web Development Completion- 7 weeks from final web design (~12/16/20)

Web User Testing Completion- 3 weeks from development completion (~01/06/21)

Live Beta Testing Completion- 4 weeks from user test completion (~02/03/21)

Perform Final Updates From Beta Testing- 3 weeks from completion of live beta test (~02/24/21)

Go Live- 1 week from performing final updates (~03/03/21)

Project Success Criteria

- Each web page must display the company logo.
- The website must display a full list of XYZ Company products and services, and an About page containing XYZ history.
- The web application shall accept customer orders, process a sale, accept payment, and provide a receipt of purchase
- The web application shall be able to produce weekly, monthly, and yearly reports about sales.

Project Exit Criteria

- The XYZ Project Sponsor must accept and approve each milestone before ABC Web Design can proceed to the next milestone step

Assumptions

This project bases itself on the following assumptions:

- Everything is completed within the 3-6 month timeline.
- All assigned human resources will be fully available for the entire duration of the project.
- ABC Web Designs will assign more human resources, if necessary.
- ABC Web Designs will continue to provide support and maintenance as required to keep the websites up to date and running efficiently.
- ABC Web Design's 4 years of experience designing and building websites for small to midsize companies will allow them to easily complete what we need for this project.

Constraints

- **Tight Timeframe:** 3-6 month time frame for completion.
- **Project Team:** Only one developer out of the 4 resources assigned to the project.
- **Quality:** Must be operational 24 hours a day, 6 days a week, Monday through Saturday, and for 20 hours on Sunday, including all national holidays, with all internal website responses taking no more than 3 seconds.
- **IT Support:** Maintenance must be performed between 20:00 and 23:59 on Sundays.
- **Stakeholders:** Supportability requirements are pending review by key stakeholders.
- **Regulations:** The website must be compliant with city, state, and federal guidelines for international web operations for the following locations:
 - Los Angeles, CA, USA
 - New York, NY, USA
 - Toronto, Canada
 - Paris, France
 - London, England

Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor	Roger Wilson	<i>Roger Wilson</i>	08/12/2020
Department Sponsor	Tom Kane	<i>Tom Kane</i>	08/12/2020
Project Manager	Alexis Hall	<i>Alexis Hall</i>	08/12/2020