

PROJECT CHARTER

1. General Project Information

Project Name:	Make Your Life Easy
Department Sponsor:	Research & Development

2. Project Team

	Name	Department	Telephone	E-mail
Project Manager:	Parvej Alam Ansari	R&D	123 456789	Sample@ansariparvej.com
Team Members:	John Smith	PM	987 654321	Sample2@johnsmith.com
	Mark Twain	AFC	111 22222	
	John Locke	Front-end Develop.	333 44444	johnlocke@frontend.com
	Louis Hamilton	Back-end Develop.	555 12345	Hamiltonf1@backend.com

3. Stakeholders & Sponsors

CEO (Stakeholder)

Sales Director (Stakeholder)

Sales Executive (Sponsor)

4. Project Scope Statement A mobile app will be developed and introduced to assist the e-commerce sales team in taking orders and ensuring no orders are missed.

Project Purpose / Business Justification

To increase orders per sales member by 25% from current levels and increase customer satisfaction by 15%.

Deliverables

A mobile app to assist the sales team + training for the sales team + technical support during the first 6 months.

Major Known Risks (Including Significant Assumptions) *Identify obstacles that may cause the project to fail.*

Cost risk (spending more money than actually available on the project)

Schedule risk (project tasks and activities will take longer to complete than estimated)

Constraints

Time – 6 months

Budget – 2 developers (1 front-end dev. + 1 back-end dev.) + 1 sales team member

Quality – Budget over quality

ROI

Development costs – \$80,000

Maintenance costs – \$60,000

Net return on investment – \$1,000,000

Marketing cost – \$200,000

ROI = \$1,000,000 / \$160,000 = 2.94