**Project Charter Plan**

**< ELECTRONIC MANAGEMENT SYSTEM>**

**FAST NUCES,**

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# Executive Summary

In today’s world Electronic Markets is divided by large amount of appliances. These appliances are relying on manual processes for complex operations. These manual operations has now become overburden and time consuming. Thus require a modern solution to automate these process, increase efficiency and to grow market rapidly. Also by automating these process it will help administrator and employees to check the availability of product and track the status of booking which will save a lot of time.

# Project Purpose/Justification

## Business Need/Case

The Electronic Management System (EMS) is created to solve the imperative need for a comprehensive software solution of electronic market. The main focus behind this project is to automate complex functions of electronic market business. The EMS project comes to empower the owners by providing them a robust tools to streamline market operations.

Through This Admins can easily manage employs, track products.  
In electronic market, customer satisfaction is necessary .Through Easy interaction, booking management and providing efficient customer service.

## Business Objectives

The business objective of Electronic management system is as:

* Increase the overall usability and productivity of market through user friendly interface
* Design effective management tools for tracking market activities ,employees management, product listing effectively

# Project Description

The EMS project aims to introduce a comprehensive software system that automates core functions within electronic markets, catering to both market administrators (owners) and employees. The system's primary objective is to simplify market operations, improve efficiency, and enhance customer service, ultimately driving market competitiveness and customer satisfaction.

## Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the EMS System, the following objectives must be met within the designated time and budget allocations:

* Achieve a 50% reduction of manual operation within 3 months after deployment of the system.
* Achieve a 90% user satisfaction within the 6 months of system use
* Optimize resource allocation, leading to a 10% reduction in operational costs within the first six months of system use.
* System should remains compatible with Windows 7 and higher versions, .Net framework, and MS SQL Server for at least four years.

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## Requirements

This project must meet the following list of requirements in order to achieve success.

* The EMS system must insure the registration of all type of users including admins, customers and employees.
* The system must perform the tracking of booking, checking the availability of appliances.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

The following are the constraint for Electronic management system:

* The system should be constrained by technology standards including the required software compatibility
* All the operation of the project must be operates within the predefine allocated budget
* Any delays should be resolve within the deadline
* Software developers and other engineers should complete the project with limited resources and managed effectively

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* Stakeholders including admins,employees,will actively participate and collaborate throughout the project
* The existing data protection and security measures will remain consistent and applicable
* Suppliers and 3rd party vendors required for software and hardware purchasing will provide the necessary support in timely manner.
* Any conflict in project development process will be address through decision making process
* Any change in the scope of the project will be evaluate and approved first before undergo changes

## 

## Preliminary Scope Statement

The EMS project will implement and develop to transform the operations of electronic markets.

The system will automate the complex and critical operations which include booking management, appliance status tracking and the monitoring of available products. The system will provide user friendly interface for both market admins and customers.  
The EMS project will be defined successful if meeting the following criteria:  
Development of core functionalities including user registration, booking management, data availability. Resource Optimization to improve customer services.

# Risks

The EMS project team identified the following high level risk that may impact the successful execution of the project. These risk are manage effectively through the development life cycle.

* Unexpected change in project scope may result in overburden of budget and may impact the financial stability.
* Compatibility issue of technologies could lead to technical obstacles and delays in project
* Vulnerabilities in system may leak the sensitive data to potential breaches and misuse of it
* Poor Quality control measures may lead to defect and failure of system functionalities.
* Unsecure payment method may lead to the loss of financial assets.

# Project Deliverables

The following deliverables must be met upon the successful completion of the EMS project. Any changes to these deliverables must be approved by the project sponsor.

* Fully Functional EMS System that automate the operations of electronic market including user registration, manage employee and customer info, mange product   
  records. Secure payment transactions.
* Comprehensive user manuals and documentation to guide administrators and employees in using the EMS system effectively. This documentation should be user-friendly and accessible.
* Training modules and resources for admins and employees.
* All the data will be store in secure centralized database

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# Summary Milestone Schedule

This summary milestone schedule provides estimated target dates for key project milestones. These dates are subject to change as the project progresses and detailed tasks and requirements are more clearly defined during the project's execution. The project manager will continuously monitor and update the schedule to ensure alignment with project objectives and timelines.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | 01/01/2023 |
| 1. General Requirement Gathering | 01/25/2023 |
| 1. Scope Planning | 02/15/2023 |
| * Complete Solution Design | 03/21/2023 |
| * Vendor Selection | 04/10/2023 |
| 1. Acquire Hardware and Software | 04/26/2023 |
| 1. Complete Solution Simulation with New Hardware/Software | 05/15/2023 |
| 1. Complete Solution Simulation and Testing | 06/01/2023 |
| 1. Deploy Solution | 06/10/2023 |
| 1. Project Complete | 06/15/2023 |
| 1. Project Closure | 06/15/2023 |

# Summary Budget

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| 1. Personnel Resources | $110,000 |
| * Hardware | $45,000 |
| 1. Software and Licensing | $75,000 |
| 1. Training and Documentation | $15,000 |
| 1. Backup and Storage Cost | $10,000 |
| 1. Testing Tools cost | $10,000 |
| 1. Supplies cost | $12,000 |
| 1. Reserved Cost for Changes | $5000 |
| **Total** | **$282,000** |

# Project Approval Requirements

The Project should not exceed funding requirement of $282,000 as mention in the charter.  
As well as the project delivery and training should be completed within 6 months of project deployment .The Executive committee must reviewed the Project Charter and approve the funding’s. Also the resource allocation must be use efficiently throughout the project.

This charter once signed enter into the formal control change.

The executive team members is:

* Connie Martin, CEO
* Robert Mitchell, VP Marketing
* Fin Allan , Project Manager

# Project Manager

Finn Allan has assigned as the Project Manager for the Electronic Management System (EMS).He carries the responsibility of managing Project planning, resource allocation, and strategies for risk management. He lead a dynamic project Team including developers, admins, Quality Assurance Panel. Mr. Finn also manage effective budget allocation, making effective communication between different stakeholders, market owners. He continuously making informed project schedule, track to make it on time and on a path. He maintain training and others user’s document throughout the project development cycle to ensure the progress is on the align path.

# Authorization

Approved by the Project Sponsor:

Date: 04/10/2023

<John Finch>

<Chief Operation Officer>