**Project Charter Plan**

**New Solutions Enterprise New Product Launch**

**New Solutions Enterprise**

**555 Numbers Way**

**Helena, MT Zip 59601**

**2/27/2024**

**Table of Contents**

[Executive Summary 3](#_Toc332021424)

[Project Purpose/Justification 3](#_Toc332021425)

[Business Need/Case 3](#_Toc332021426)

[Business Objectives 3](#_Toc332021427)

[Project Description 3](#_Toc332021428)

[Project Objectives and Success Criteria 4](#_Toc332021429)

[Requirements 5](#_Toc332021430)

[Constraints 5](#_Toc332021431)

[Assumptions 6](#_Toc332021432)

[Preliminary Scope Statement 7](#_Toc332021433)

[Risks 7](#_Toc332021434)

[Project Deliverables 8](#_Toc332021435)

[Summary Milestone Schedule 8](#_Toc332021436)

[Summary Budget 9](#_Toc332021437)

[Project Approval Requirements 10](#_Toc332021438)

[Project Manager 10](#_Toc332021439)

[Authorization 11](#_Toc332021440)

# Executive Summary

Focused on meeting the increasing demand for a new software product to cater to evolving customer needs, New Solutions Enterprise (NSE) recognizes the imperative to develop a cutting-edge product that incorporates AI to improve upon NSE’s existing data analytics platform. With current products becoming outdated, the New Solutions Enterprise New Product Launch project aims to position NSE competitively in the dynamic software industry. The Project Charter Plan sets the stage for a detailed outline of the project's purpose, justification, and comprehensive background in subsequent sections of the charter.

# Project Purpose/Justification

## Business Need/Case

With a surge in demand for a new software product that aligns with evolving customer requirements, NSE recognizes the necessity to innovate and stay relevant in the competitive software industry. The project is driven by the need to develop a new and improved product that not only meets current customer demands but also positions NSE for sustained growth.

## Business Objectives

The business objectives for this project are in direct support of our corporate strategic plan.

* Develop and launch a cutting-edge software product that improves upon NSE’s flagship data analytics platform by incorporating AI to meet current market demands.
* Meet and exceed customer expectations and improve customer satisfaction.
* Bolster NSE’s competitiveness and market positioning within the software industry.

# Project Description

The New Solutions Enterprise New Product Launch project aims to develop and launch a new-age, AI-integrated software product in response to the growing demand for innovative solutions in the software industry. The project involves a comprehensive software development lifecycle, encompassing design, testing, and implementation. NSE's objective is to address evolving customer needs, stay competitive in the market, and achieve operational efficiency.

## Project Objectives and Success Criteria

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

* Complete the initiation phase within the allocated 30 days, ensuring that all necessary project documentation, team assignments, and initial planning are accomplished.
* Conduct a thorough requirements analysis over the course of 2 months starting 2/1/24, ensuring a comprehensive understanding of project specifications as well as selection of the most suitable AI tool to be used for integration.
* Successfully complete the design and planning phase within the scheduled 3 months beginning 4/1/24, outlining the project's architectural framework and strategic approach accommodating the selected third-party AI tool's integration.
* Develop and conclude the prototyping phase in 1 month starting 7/1/24, providing a representation of the software's integrated AI features and functionalities.
* Execute frontend development activities over 4 months starting 8/1/24, delivering a fully functional and user-friendly interface that incorporates AI interactions.
* Successfully complete backend development within the scheduled 4 months beginning 8/1/24, ensuring backend logic and data processing capabilities supporting the AI integration.
* Execute the integration and testing phase over 3 months starting 12/1/24, ensuring seamless integration of components and rigorous testing for quality assurance.
* Conduct user acceptance testing within the designated 1 month beginning 3/1/25, ensuring that end-user feedback on AI functionalities is gathered and addressed.
* Address and resolve identified bugs and issues over 2 months starting 3/1/25, ensuring the software is refined and the AI integration is optimized for stability and performance.
* Complete the documentation phase in 1 month starting 5/1/25, ensuring that all project-related documentation is comprehensive and accurate.
* Conduct training sessions and knowledge transfer activities over 2 months beginning 6/1/25, ensuring that team members are equipped with the necessary skills and understanding of the newly integrated AI.
* Successfully deploy the software within the allocated 1 months starting 8/1/25, ensuring a smooth transition to the operational phase.
* Provide ongoing support for 3 months beginning 9/1/25 post-deployment, addressing any issues and ensuring maintenance and technical assistance for AI functionalities.
* Execute monitoring and optimization activities over 6 months starting 9/1/25, ensuring continuous improvement and performance optimization.
* Successfully conclude the project closure activities within the designated 1 months beginning 3/1/26, ensuring all project components are finalized and documented appropriately.

## Requirements

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

1. Integrate artificial intelligence (AI) tools with NSE's current data analytics software product.
2. Conduct thorough research to identify evolving customer needs and preferences.
3. Evaluate and select third-party AI tools that align with project objectives and customer expectations.
4. Implement quality assurance processes to ensure the reliability, performance, and usability of the new software product.
5. Create comprehensive documentation, including design specifications, user manuals, and technical guides.
6. Provide training sessions and knowledge transfer activities for end-users, stakeholders, and support teams.
7. Develop marketing strategies and promotional activities to raise awareness and generate interest in the new product.
8. Identify potential risks and develop mitigation strategies to minimize project disruptions and delays.
9. Establish mechanisms for gathering feedback from customers and stakeholders to inform product improvements.
10. Define key performance indicators (KPIs) to measure the success of the project, including customer adoption rates, revenue growth, and customer satisfaction levels.

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

## Constraints

The following constraints pertain to the NSE project:

1. The project must adhere to the allocated budget of $850,000 for all phases and activities.
2. A due date of 3/31/2026 is to be met for project completion, and any delays should be minimized to meet overall project deadlines.
3. Availability of a skilled workforce and access to necessary technologies, including AI tools, which may be limited or constrained by organizational capacity or external factors.
4. The project must adapt to changes in the market, customer preferences, and technological advancements, requiring flexibility to respond to external influences while maintaining project objectives and timelines.
5. Compliance with industry regulations and data privacy laws concerning software design, functionality, and data handling practices to ensure legal and ethical standards are met.
6. AI compatibility with the existing data analytics platform imposing constraints on integration processes.
7. Reliance on third-party vendors or suppliers for AI tools, imposing constraints on project timelines, costs, and decision-making processes.
8. Alignment with organizational policies and procedures, imposing constraints on project planning, execution, and decision-making processes to ensure compliance with internal guidelines and standards.

## 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:

1. Sufficient funding available for the purchase of necessary hardware, software components, and third-party AI tools, as well as for development, marketing, training, and ongoing support activities.
2. Team leaders will provide the necessary support for the successful completion of the project, including resource allocation, collaboration, and alignment with project objectives.
3. Executive-level support and backing from the leadership team at NSE, ensuring endorsement, commitment, and prioritization of project goals and objectives.
4. Collaboration with third-party vendors or suppliers for AI tools will be effective and cooperative, enabling timely acquisition, integration, and support to meet project requirements.
5. The selected AI tools for integration with NSE's data analytics platform are mature, reliable, and compatible, allowing for smooth integration and minimal technical challenges during development and deployment.
6. Stakeholders, including end-users, customers, and support teams, will actively participate in project activities, providing feedback, guidance, and support to ensure project success.
7. The project manager and team will effectively manage project scope, resources, timelines, and risks, employing best practices and methodologies to deliver the project on schedule and within budget.
8. The project will comply with relevant industry regulations, standards, and data privacy laws, ensuring legal and ethical practices in software development, data handling, and customer interactions.

## Preliminary Scope Statement

The NSE New Product Launch project involves the development and launch of an innovative software product by New Solutions Enterprise (NSE). The primary objective is to address the pressing business issues of declining sales, innovation stagnation, and decreased customer satisfaction by introducing a new software product that integrates artificial intelligence (AI) tools with NSE's existing data analytics platform. The goal is to create a cutting-edge software solution that meets the evolving needs of customers while leveraging AI technology to enhance functionality and performance. This initiative aims to revitalize NSE's market relevance and competitiveness in the software industry, laying the foundation for future growth and success.

# Risks

The following risks for the NSE project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

1. The integration of AI tools with NSE's existing data analytics platform may encounter technical challenges, such as compatibility issues or data integration problems.
2. The new software product may not be well-received by the target market, resulting in low customer adoption rates and reduced sales revenue.
3. Limited availability of skilled workforce, technology resources, or budgetary constraints may hinder project execution.
4. Reliance on third-party vendors or suppliers for AI tools introduces risks related to dependency on external entities.
5. Failure to comply with industry regulations, data privacy laws, or licensing requirements may result in legal liabilities, fines, or reputational damage to NSE.
6. Changes in project scope, requirements, or stakeholder expectations may occur during project execution, potentially leading to scope creep.
7. Rapid advancements in AI technology and competitive offerings from rival companies may pose a risk of NSE's new product being minimized or outperformed in the market.
8. Resistance to change or lack of user training and support may hinder user adoption of the new software product.

# Project Deliverables

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

1. The primary deliverable of the project is the new software product that integrates artificial intelligence (AI) tools with NSE's existing data analytics platform to meet the evolving needs of customers.
2. Comprehensive design specifications detailing the features, functionalities, and user interface design of the new software product.
3. Documentation package including user manuals, technical guides, and other documentation necessary for the installation, configuration, and operation of the new software product.
4. Training materials and resources for end-users, stakeholders, and support teams to facilitate the adoption and usage of the new software product.
5. Promotional materials, such as brochures, presentations, and website content, to raise awareness and generate interest in the new product.
6. Reports documenting the results of quality assurance activities, including testing protocols, test cases, and test results.
7. A plan for providing ongoing support and maintenance for the new software product after deployment, including troubleshooting procedures and service level agreements (SLAs).
8. Mechanisms for gathering feedback from customers and stakeholders to inform future product improvements and enhancements.
9. A comprehensive report documenting the project activities, outcomes, lessons learned, and recommendations for future projects, signaling the formal closure of the NSE New Product Launch project.

# Summary Milestone Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Initiation | 01/01/2024 |
| 1. Complete Requirements Analysis | 03/31/2024 |
| 1. Complete Design & Planning | 06/30/2024 |
| 1. Finish Prototyping | 07/31/2024 |
| 1. Complete Frontend & Backend Development | 11/30/2024 |
| 1. Complete Integration & Testing | 02/28/2025 |
| 1. Finish User Acceptance Testing | 03/31/2025 |
| 1. Conclude Debugging & Refinement | 04/30/2025 |
| 1. Complete Documentation | 05/31/2025 |
| 1. Complete Training & Knowledge Transfer | 07/31/2025 |
| 1. Complete Deployment | 08/31/2025 |
| 1. Complete Post-Deployment Support | 11/30/2025 |
| 1. Conclude Monitoring & Optimization | 02/28/2026 |
| 1. Finish Project Closure | 03/31/2026 |
| 1. Project Complete | 03/31/2026 |

# 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. Project Initiation | $8,500 |
| • Requirements Analysis | $25,500 |
| • Design & Planning | $68,000 |
| • Prototyping | $34,000 |
| • Frontend Development | $119,000 |
| • Backend Development | $136,000 |
| • Integration & Testing | $85,000 |
| 1. User Acceptance Testing | $34,000 |
| • Bug Fixing & Refinement | $51,000 |
| • Documentation | $34,000 |
| • Training and Knowledge Transfer | $42,500 |
| • Deployment | $85,000 |
| • Post-Deployment Support | $68,000 |
| • Monitoring and Optimization | $42,500 |
| • Project Closure | 17,000 |
| **Total** | **$850,000** |

# Project Approval Requirements

Success for the NSE project will be achieved when a fully tested software product, and all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter. Success will be determined by the Executive Sponsor, Mr. John Doe, who will also authorize completion of the project.

# Project Manager

# Clayton DeSimone has been assigned as the Project Manager (PM) for the NSE project. In this role, Clayton is responsible for overseeing all aspects of the project, including personnel management, project expenditures, and scheduling. He holds the authority to make decisions related to project activities and resource allocation. Clayton will play a key role in ensuring the successful execution of the NSE project, aligning with organizational goals and objectives.

# Authorization

Approved by the Project Sponsor:

*John’s signature* 01/01/2024

Date:

John Doe

Vice President