Clayton DeSimone

Project Management

Assignment 8

2/27/2024

**Project Charter Plan**

**New Solutions Enterprise New Product Launch**

**New Solutions Enterprise**

**555 Numbers Way**

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**2/27/2024**

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# 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. With current products becoming outdated, the New Solutions Enterprise New Product Launch project aims to position NSE competitively in the dynamic software industry.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 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 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 software product in response to the growing demand for innovative solutions in the software industry. The project involves the 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. In order 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.
* 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.
* Develop and conclude the prototyping phase in 1 month starting 7/1/24, providing a representation of the software's key features and functionalities.
* Execute frontend development activities over 4 months starting 8/1/24, delivering a fully functional and user-friendly interface.
* Successfully complete backend development within the scheduled 4 months beginning 8/1/24, ensuring the functionality and integration of backend systems.
* 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 the software meets user expectations and requirements.
* Address and resolve identified bugs and issues over 2 months starting 3/1/25, ensuring the software is refined and optimized for 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.
* 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 user satisfaction.
* 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.

* Develop and implement software functionalities that align with customer needs and industry standards.
* Solution must be implemented without disruption to operations.

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:

* The project must adhere to the allocated budget for all phases and activities.
* Strict timelines are set for each project phase, and any delays should be minimized to meet overall project deadlines.
* Limited availability of skilled resources, particularly in specialized areas like software development and testing.
* Adherence to specific technical standards and compatibility requirements.

## 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:

* This project has the full support of the project sponsor, stakeholders, and all departments.
* The purpose of this project will be communicated throughout the company prior to deployment.
* Required software tools for development, testing, and deployment will be available and accessible throughout the project.

## Preliminary Scope Statement

The New Solutions Enterprise New Product Launch project involves the development and launch of a new software product by New Solutions Enterprise (NSE). The project aims to create a software product that meets the newly evolving needs of customers. While specific features and functionalities may be integrated, the desired outcome is clear: the addition of an innovative software product to NSE's product line. This provides a comprehensive understanding of what is included in the product, laying the groundwork for effective project management and successful delivery.

# 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:

* Changes in market demand for the new software product may impact project success.
* Unforeseen technological obstacles during development may affect project timelines.
* Resistance or difficulties in user acceptance could impact the success of the deployed software.
* Adherence to budget constraints is crucial, and unforeseen expenses could pose a risk.

# 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.

* A fully developed and tested software product meeting specified requirements.
* Complete documentation covering user manuals, technical specifications, and system architecture.
* Periodic reports detailing the progress, challenges, and achievements throughout the project lifecycle to keep stakeholders informed.
* Documentation of the results and feedback gathered during the user acceptance testing phase, influencing any necessary refinements.
* Reports on the ongoing monitoring and optimization efforts, ensuring the software's continued efficiency and effectiveness.

# 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 |
| * 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. Software Development | $500,000 |
| * Marketing and Launch | $200,000 |
| 1. Training and Implementation | $100,000 |
| 1. Product Maintenance | $50,000 |
| **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:

Date:

John Doe

VP Operations

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