# **2. Project Charter**

## **Project Code:**

KE.PAYROLL.01

## **Project Name:**

Improve Payroll Processing

## **Project Budget:**

The budget for the Payroll project is $420,000. It is to be funded through the FYxx Human Resources Technology Budget

## **Project Start Date:**

DD-MM-YYYY

## **Project End Date:**

DD-MM-YYYY

## **Project Objectives:**

The purpose of the Payroll project is to improve the timeliness and accuracy of payroll operations. This project meets Jones Consulting’s need for improved efficiencies across all departments by reducing payroll cycle time and minimizing staffing required for payroll operations. The objectives of the Payroll project are to reduce payroll cycle time by 30% and reduce payroll staffing by 20%.

## **Project Scope/ Deliverables:**

The project deliverables shall include payroll system design, all coding, testing, implementation of an integrated system for use with existing IT infrastructure, and a user’s guide.

## **Project High-Level Milestones**

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:

Feb 1, 20xx – Project Plan Complete and Approved

Mar 31, 20xx – Payroll Design Completed

May 31, 20xx – Coding Completed

June 30, 20xx – Testing Completed

July 31, 20xx – Beta Testing Completed

Sept 30, 20xx – Implementation Completed

Oct 15, 20xx – One Payroll Cycle Complete and Project Completion

## **Required Approval Levels:**

* Timeline/Cost Approval: Smith John
* Requirement: Andrew Sine
* Design Approval: Hari
* Test Case Approval: Ahmad
* Final Product Approval: Alan

## **Project Acceptance Criteria**

Success will be determined by the Project Sponsor once the system is implemented and one full payroll cycle has been completed that meets the objectives with no discrepancies.

## **Constraints:**

* We are using MS-SQL Server, MS-Reporting Engine, Windows 2015 are the production environment.
* The project Must be completed before Dec 20xx
* If it costs more than $ xx M then it is not a worth solution.

## **Assumptions:**

* 5% of the cost for technology support will be available after the implementation.
* MS will not change technology drastically and support the existing servers
* Resource will be available on time
* Approval will happen on time.

## **Initial identified Risks:**

High level risks for this project include ensuring implementation is completed without impacting ongoing payroll operations and ensuring there are no issues with migrating payroll accounts from the legacy system to the new system

## **References:**

**Business Case**

**Contract**

## **Project Manager:**

## **Sponsor Organization/Department Name:**

**FlipKarto Corporation**

## **Project Sponsor:**

**Prepared By: Date:**

Thomas Andrew

**Approved By: Date:**

Thomas Andrew