# **2. Project Charter**

## **Project Code:**

KE.PAYROLL.01

## **Project Name:**

Inventory cleaning Process

## 

## **Project Budget:**

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

## **Project Start Date:**

01-11-2022

## **Project End Date:**

28-02-2023

## **Project Objectives:**

The purpose of the project is to complete the inventory with DOS age greater than 120, and clear the volume of claim balance greater than $2K.

## **Project Scope/ Deliverables:**

The project deliverables shall include

## **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 – Team will get the project training and set with expectations from client

May 31, 20xx – Soft live production and getting feedback from client

June 30, 20xx – Go live production

July 31, 20xx – Inventory should be reduced with good resolution %

Sept 30, 20xx – Inventory should be reduced with good resolution %

Feb 28, 2023 – Project completion and closure

## **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 citrix server and centricity software,, MS-Reporting Engine such as excel, outlook and teams, Windows 2010 are the production environment.
* The project Must be completed by Feb 2024
* 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:**

## **References:**

**Business Case**

**Contract**

## **Project Manager:**

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

**FlipKarto Corporation**

## **Project Sponsor:**

**Prepared By: Date:**

Thomas Andrew

**Approved By: Date:**

Thomas Andrew