# **2. Project Charter**

## **Project Code:**

GE\_NEW\_STORE\_SETUP.01

## **Project Name:**

Set up new branch store for the company

## **Project Budget:**

The budget for setting up a new branch office/new store project is ₹10,00,000. It is to be funded through the FY22 business expansion budget.

## **Project Start Date:**

01-11-2022

## **Project End Date:**

15-02-2023

## **Project Objectives:**

The purpose of this ‘new store project’ is to expand the current business and increase market share. This project meets The objective of this project is to increase the revenue by 40% by the next financial year.

## **Project Scope/ Deliverables:**

The project deliverables shall include estate lease and interior design, electrical/wiring completion, CCTV installation, workforce deployment .

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## **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:

Oct 28, 2022 – Project Plan Complete and Approved

Nov 10, 2022 – Estate lease Completed

Dec 01, 2022 – Infrastructure/interior design Completed

Dec 15, 2022 – Electricals installation completed

Dec 31, 2022 – CCTV installation Completed

Jan 30, 2023 – Workforce hiring & deployment completed

Feb 15, 2023 – Store Opening Advertisement Completed and Project Completion

## **Required Approval Levels:**

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

## **Project Acceptance Criteria**

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

## **Constraints:**

* Budget constraints will limit the quality of the project deliverables.
* The project Must be completed before Feb 2023

## **Assumptions:**

* Resource will be available on time
* Approval will happen on time.

## **Initial identified Risks:**

High level risks for this project include ensuring a new store is set up without impacting ongoing store’s performance.

## **References:**

**Logs of existing store during the set-up phase**

## **Project Manager:** Saravanan Durairaj

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

**GE Corporation**

## **Project Sponsor:**

**Prepared By: Date:**

Saravanan Durairaj 28-10-2022

**Approved By: Date:**