Project Charter

1	**Project Background: <How did the project originate?>** The property Inc. offers properties for sale, rent or share across the country. It has developed a long-term partnership with real estate agencies across the country during two decades in real market. In seekers' eyes, the property Inc. is the right place to get house on time. Now, the property Inc. wants to extend their portal capability to automate the contract management process between real estate agencies and tenants by developing a new portal component which is called Property Forms. In order to achieve this aim, the Property Forms project must be appropriately planned and managed.
2	**Business Justification: <Why are we doing it? Link to strategic goals? Business case?>** The property forms project is a way to extend portal capability and a part of new strategy to increase profiles for the property Inc. What' more, it can bring further value if the application can be used. There are some benefits for agencies and the company: • The property forms project can automate the contract management process between real estate agencies and tenants, which will improve efficiency and save much time for users. • It also can be run on CRM system, where agencies can do most of the property and customer management activities and post their aids, which will be more convenient for agencies. • With such helpful function, more agencies will be attracted to take advantage of this application to make a deal with property seekers, which will increase profiles for the property Inc.
3	**Project Objective: <What do we need to achieve? Objectives should be SMART (Specific, Measurable, Achievable & Agreed, Realistic and Timely)>** Application should be developed finally to achieve the business requirements and there are also some objectives should be achieved: • Function – the application has achieved business requirements and accepted by sponsor • Quality – the application should accord with the standard of software quality • Cost – the development of the project should be controlled by the budget at most • Time – the time of project development should be limited in the estimated at most
4	**Scope: <Identifies the boundaries within which the work must be undertaken. What is in scope? What is out of scope? Can cover – Processes, Systems, Interfaces and Organisation>?** The scope includes: • The planning, design, development, testing, and transition of the Property Forms software

- The interfaces of the software should be valid

- The software should meet organizational software standards and business requirements which described in project charter

- All project documents and manuals should be completed

- The project will be completed when the software and document have been executed successfully and submitted to the company

The scope does not include:

- The training for how to use is will not be supported

- Advertising for the product will not be provided

5	**Key Assumptions: <Something important that can be taken for granted>**

The project has been produced with the following assumptions:

- Project team members will be available as needed and has ability to complete the project tasks

- A working week is from Monday to Friday, and public holiday will not be used for working

- The allocated budget for staff will not change during the development of project

- Other dependent factors should be taken into consideration if the project scope changes

- The Property Inc. provides adequate support for the development of the project

6	**Key Constraints: <Some kind of restriction which could affect us achieving our objectives>**

The key constraints can be stated in different areas as following:

- Scope: maybe there are necessary contents have not been considered.

- Quality: the quality of project should be as expected and meet organization software standard

- Schedule: the duration of the development should be around estimated time

- Budget: the Property Forms project manager has set an initial budget of $100,000

- Resource: necessary resource should be available during the development of the project

- Risk: some risks should be identified before the development of project

7	**Summary Milestone Schedule: <Milestones with an initial timeline estimate>**

This project has four major milestones:

	• Initiate Project – the start of the project on Apr.11, 2016 • Completion of Administrative Phase – the planning phase has been completed on Aug.11, 2016 • Completion of Information Technology Phase – the software has been completed on Dec.7, 2016 • Completion of Project – the project has been completed and closed on Jan.11, 2017
8	**Summary Budget: < What is the initial budget estimate?>** The initial budget of the project is $100,000 and the money should be divided into some aspects including manager, developer, system and other necessary spending
9	**Major Stakeholders: <Sponsor, Customer, Team, Supplier/Vendor etc >** Agencies, administrators, developer, Property Inc., project manager
10	**Key Risks: < Uncertainties that could affect the achievement of objectives>** • There is a risk that key resources required for this project will be allocated to another important project in the company which will result major budget and schedule issues. • There is a risk that necessary equipment cannot be acquired for project, resulting in project delay • There is a risk that requirements will be updated during development which will result in overspend and delay. • There is a risk that developers' knowledge cannot meet the development of project, resulting in quality and budget issues. • There is a risk that the completed project cannot meet the standard which will result in quality issue.
11	**Project Approval Requirements: <How will we get approval for the next step? Governance requirements?>** The WBS should be approved by sponsor before planning efforts continue. The risks should be approved by sponsor before planning efforts continue.
12	**Project Manager and Authority Level: <Who is the PM and their status within the organisation?>** The project manager is Fengdan Cui and she has responsible for allocating resources, resolving issues, coordinating project resources and project activities, managing project risks, elevating issues to sponsor
13	**Authorised By: xxxxxxxxxx** **Name: FENGDAN CUI** **Title: The Property Forms Project** **Date: 14/03/2016**