



**PROJECT
MANAGEMENT
DOCS**

**PROJECT CHARTER PLAN
ARKANSAS MUSIC MAKERS**

**COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE**

AUGUST 15, 2021





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EXECUTIVE SUMMARY

Arkansas Economic Development Commission (AEDC) would like a website that would showcase its homegrown musical talent in the music industry. The website will have a list of musical talents that comes from the state of Arkansas. Along with information about any musician, music, or groups that came from the state. Under that talent's name, there will be a list of their music and upcoming events. The website will have a way to show how many users visit the site. With this website, AEDC should make weekly updates by adding musicians and music to the site. Along with any additional information about any artist.

PROJECT PURPOSE/JUSTIFICATION

To give users of the website knowledge about Arkansas music and their musician. The website should attract music lovers from around the country to visit Arkansas with upcoming events and attractions. May could lead the user to additional information about Arkansas attractions.

Business Objectives

The business objective for this project is to attract visitors to the website. That would attract people to the state of Arkansas, with events and tourism, which would increase revenue for the state.

- Design and test the website within the next 90 days.
- Should complete implementation of the new website within the next 120 days.
- To increase the state revenue by 15 to 20 percent.

PROJECT DESCRIPTION

This state music website will increase visitors' use of the AEDC website infrastructure and, more specifically, the state website. The state music website will utilize music hardware and software technology to provide information and music. All hardware and software will be integrated into the AEDC site platform while allowing all systems and processes to continue without interruption.

Project Objectives and Success Criteria

The objectives that mutually support this music project's milestones and deliverables to the client. To gain success to the state music website, the following goals must be met within the designated time and budget allocations:

- Develop a secure state music website methodology to present to the customer within the next 20 days.



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- Complete a list of required hardware/software which meets budget allocation within the next 14 days.
- Create a simulated solution in the IT lab using all purchased hardware and software to test the solution within the next 60 days.
- Achieve a simulated solution that allows the state music website to complete tested within the next 90 days.
- Implement the solution on the Arkansas Economic Development Commission organization webpage within the next 120 days.

Requirements

This project must meet the following list of requirements to achieve success.

- The website should be tested in the IT lab before deployment.
- The Arkansas Music Maker project will be implemented without disruption to the organization's webpage operations.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

Constraints

The following constraints pertain to the State Music Website project:

- All secure hardware and software must be compatible with current IT platforms.
- With allocated budget and timeline, the purchase of all hardware and software.
- The project leader will be the primary resource for this project.

Assumptions

The following is 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.
AEDC's should communicate the purpose of the project throughout the company before deployment.
- The IT manager will provide additional resources if necessary.

Preliminary Scope Statement

The state music website project will include the design, testing, and delivery website throughout the AEDC organization. The project team will manage all personnel, hardware, and software resources. All project work will be independent of daily and ongoing operations, and all required testing will be done in the IT laboratory. The project manager



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will manage all project funding up to and including the allocated amounts in this document. Any additional financing requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the state music website is tested and deployed throughout the organization. All technical documentation is complete and distributed to the appropriate personnel. A list of future website considerations is full and submitted to the appropriate personnel of the customer.

RISKS

IT specialty should identify risks to the state music website project. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

- Potential disruption to operations during solution deployment

PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the state music website project. The project sponsor must approve any changes to these deliverables.

- Fully deployed music website.
- Document showing what techniques are used to create in the state music makers website.

List recommendations for any future updates to the state music makers' websites for considerations.

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.



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Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	Target Date (mm/dd/yyyy)
• Project Start	08/09/2021
• Complete Solution Design	09/03/2021
• Acquire Hardware and Software	09/17/2021
• Complete Solution Simulation with New Hardware/Software	10/01/2021
• Full Solution Simulation and Testing	11/05/2021
• Deploy Solution	11/06/2021
• Project Complete1	12/06/2021

SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required to complete the project successfully.

Summary Budget – List component project costs	
Project Component	Component Cost
• Personnel Resources	\$35,000
• Hardware	\$45,000
• Software and Licensing	\$75,000
• IT Lab Preparation	\$15,000
Total	\$170,000

PROJECT APPROVAL REQUIREMENTS

Success for the state music website project will be achieved when a thoroughly tested website, and all technical documentation, are fully deployed throughout the world wide web within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future updates considerations as we fully anticipate the necessity of this website to evolve in the future. Success will be determined by the Project Sponsor, Mr. Thomas Wallace, who will also authorize the completion of the project.



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PROJECT MANAGER

John Doe is named Project Manager for the duration of the State Music Website Project. Mr. Doe's responsibility is to manage all project tasks, scheduling, and communication regarding the State Music Website project. His team, consisting of only one person. Mr. Doe will coordinate all resource requirements through the IT department manager. Mr. Doe is authorized to approve all budget expenditures up to and including the allocated budget amounts. Any additional funding must be requested through the Project Sponsor, Thomas Wallace. Mr. Doe will provide weekly updates to the Project Sponsor.





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Approved by the Project Sponsor:

<Project Sponsor>

<Project Sponsor Title>

Date: _____

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