PROJECT CHARTER
TIKI2M

POTATOES CAN CODE COMPANY
STREET ADDRESS

07TH JANUARY 2019

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EXECUTIVE SUMMARY

The future of e-commerce has arrived, the process of buying and selling goods and services online is becoming more and more popular nowadays. Online shopping is trendy and important because it offers both customers and retailers many advantages such as convenience, 24/7 availability and lower expenses (like petrol, parking fee, etc.) for customers while also allowing retailers to both better serve existing customers by making shopping easier for them and find totally new audiences who may not ever enter their physical location. Due to the mentioned benefits, the Tiki 2M project has been created to make an online shopping website to satisfy the current need of users.

PROJECT PURPOSE/JUSTIFICATION

Business Need/Case

The Tiki 2M project provides an intermediary environment to all user include vendors and their customers. This project helps users trade exchange more convenient. The costs associated with the successful design and implementation of this project will be recovered as a result of the anticipated reduction in financial damages.

Business Objectives

The business objectives for this project are in direct support to the business of suppliers' products to all customers who use information technology equipment.
- Design and test a new application within the next 90 days.
- Complete the application and put it into use in the next 120 days.

PROJECT DESCRIPTION

The Tiki 2M project will attempt to create an online shopping website (and a software application) with: useful functions which allow users to sell things through the Internet, both online payment and home payment are available; powerful domain and high bandwidth, as well as a host server with large database storage and friendly User Interface. All necessary hardware needed for developing project will be outsourced.

Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the Tiki2M project, the following objectives must be met within the designated time and budget allocations:
- Complete list of required hardware/software which meets budget allocation within 5 days
- Implement of the product should be finished on 2 months
- Testing and fixing bug within the next 1 month

Requirements

This project must meet the following list of requirements in order to achieve success.
- The website and software must meet all important specifications, including features ranked as essential and non-functional requirements,
- Both must be thoroughly tested
- The project must be completed on time (3 months)

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

Constraints
The following constraints pertain to the ISA project:
- All security hardware and software must be compatible with our current IT platforms
- All hardware and software must be purchased in accordance with the allocated budget and timeline
- Two IT specialists and one trading specialist will be provided as resources for this project

Assumptions
The following are 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
- The purpose of this project will be communicated throughout the company prior to deployment
- The IT manager will provide additional resources if necessary

Preliminary Scope Statement
The Tiki2M project will include the design, implement, testing, and delivery of an online shopping system throughout the organization. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and all required testing will be done in the IT laboratory. All project funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the online shopping system is tested and deployed throughout the organization, all technical documentation is complete and distributed to the appropriate personnel, and a list of future considerations is complete and submitted to the VP of Technology.

RISKS
The following risks for the Tiki2M project have been identified. 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
- Insecure data due to cloud server

PROJECT DELIVERABLES
The following deliverables must be met upon the successful completion of the Tiki2M project. Any changes to these deliverables must be approved by the project sponsor.
- Essential functions fully completed
- Security guaranteed
- User guide documentation
- Technical documentation

- Free maintenance for the first 6 months after deliverables
- Recommendation list for future 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.

Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	**Target Date (mm/dd/yyyy)**
• Project Start: First meeting, discuss about project's main point and things to do.	01/04/2019
• Second meeting, project manager assigns tasks for members.	01/5/2019
• Complete the project charter	01/07/2019
• Develop content strategy, revise web style guide for contributors.	01/08/2019
• Develop website	01/10/2019
• Soft launch of designed website.	02/28/2019
• Check success criteria.	03/01/2019
• Hard launch of new website and Testing	03/08/2019
• Project Complete	04/08/2019

SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

Summary Budget – List component project costs	
Project Component	**Component Cost**
• Personnel Resources	13.000.000 VND
• Hardware	5.000.000 VND
• Software and Licensing	2.000.000 VND
• **Total**	**20.000.000 VND**

PROJECT APPROVAL REQUIREMENTS

Success for the Tiki2M project will be achieved when a fully tested system and all documentation are fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future considerations as we fully anticipate the necessity of this solution to evolve in order to prevent future threats. Success will be determined by the Project Sponsor, Mr. Jane Doe, who will also authorize completion of the project.

PROJECT MANAGER

Ha Khanh Quynh is named Project Manager for the duration of the Tiki2M Project. Ms. Quynh's responsibility is to manage all project tasks, scheduling, and communication regarding the Tiki2M project. Her team, consisting of four IT specialists and one trading specialist will be matrix support from the IT department. Ms. Quynh will coordinate all resource requirements through the IT department manager, Truong Minh Thai. Ms. Quynh 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, Jane Doe. Mr. Doe will provide weekly updates to the Project Sponsor.

AUTHORIZATION

Approved by the Project Sponsor: Jane Doe

Date: 07th January 2019
Jane Doe
Chief Executive Officer – POTATOES Can Code