**Project Charter Document**



**Project Name:** Optimization of Kititem Distribution

**Industry:** Logistic

**Department:** Supply chain

**Product/Process:** Data Analysis



**Prepared By**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Deepanivasini B S | Data Scientist |
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**Project Charter Version Control**

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| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 24/01/2023 |  | Document created |
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# PROJECT CHARTER PURPOSE

The project charter for optimizing kit item distribution delineates the scope, objectives, and overarching strategy for the project's initiation, planning, execution, control, and assessment. Serving as the definitive source for project stakeholders, it crystallizes project goals, scope, organizational structure, estimates, work plan, and budgetary considerations. This document stands as a contractual agreement between the Project Team and Project Sponsors, explicitly outlining the deliverables aligned with budgetary constraints, temporal deadlines, identified risks, resource allocations, and agreed-upon standards for the project's optimization of kit item distribution.



# PROJECT EXECUTIVE SUMMARY

Business Problem: Inefficient sourcing and distribution of unique kit items for a leading automotive manufacturer.

● Business Objective : Maximize efficient kit delivery

* Business Constraint : Maximize the supply Consistency
* Success Criteria :
  + Buisness Success Criteria : Minimize the delay by atleast 10%
  + ML Success Criteria : Achieve an accuracy of 90%
  + Economic Success Criteria : Achieve a cost saving of atleast $1M.

● Data Collection: Systematic data collection for optimizing kit item distribution involves gathering relevant information on inventory, demand, costs, and logistics to inform the project's efficiency improvements.

● Scope: Optimization of kit item distribution within the supply chain department.

● Assumptions: Data will be provided by the customer

● Risks: Required data available is very less

● Costs: N/A

● Timeline: Project will be for 25 to 35 days.

● Approach: Data Analytics Project Management Methodology



# PROJECT OVERVIEW



# PROJECT SCOPE

## Project Deliverables

|  |  |
| --- | --- |
| **Milestone** | **Deliverable** |
| * Identifying Constraints and design the project architecture, explore various public forums to collect relevant data, Data Preparation. | * Deliverable 1.1—Identifying Constraints and design the project architecture. * Deliverable 1.2—Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation |
| * EDA and Descriptive Analytics | * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2— Insights documentation |
| * Show case and review, Final Presentation and documentation, Handover and KT. | * Deliverable3.1 – show case and review. * Deliverable3.2 – Final Presentation and documentation * Deliverable3.3 – Handover and KT |

## Deliverables Out of Scope

* Web Application
* Mobile App
* Cloud based deployment

## Project Duration (start date: 15/09/2021 End date: 05/10/2021)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Milestone** | **Date Estimate** | **Deliverable(s) Included** | **Confidence Level** |
| * Identifying Constraints and design the project architecture, explore various public forums to collect relevant data, Data Preparation. | [23/01/2024]  -  [25/01/2024] | * Deliverable 1.1—Identifying Constraints and design the project architecture. * Deliverable 1.2—Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation | [High] |
| * EDA and Descriptive Analytics | [01/02/2024]  -  [15/02/2024] | * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2--- Insights documentation | [High] |
| * Show case and review, Final Presentation and documentation, Handover and KT. | [15/02/2024]  -  [25/02/2024] | * Deliverable3.1 – show case and review * Deliverable3.2 – Final Presentation and documentation * Deliverable3.3 – Handover and KT | [Medium] |



# PROJECT CONDITIONS

## Project Assumptions

* Data will be extracted from public sources and then client provided data is mapped and finally one master data will be shared by Innodatatics for further analysis.
* Dashboards and insights are mandatory.

## Project Issues

**Priority Criteria**

1 − High-priority/critical-path issue; requires immediate follow-up and resolution.

2 − Medium-priority issue; requires follow-up before completion of next project milestone.

3 − Low-priority issue; to be resolved prior to project completion.

4 − Closed issue.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Date** | **Priority** | **Owner** | **Description** | **Status & Resolution** |
| 1 | Data quantity | High |  | Difficult to analysis with less data |  |
| 2 | Missing Data | High |  | Far more tough for the forecasting |  |

## Project Risks – *Identify if there are any risks that you foresee.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk Area** | **Likelihood** | **Risk Owner** | **Project Impact-Mitigation Plan** |
| 1 | Data quantity | High |  | Difficult to analysis with less data |
| 2 | Missing Data | High |  | Far more tough for the forecasting |



# PROJECT REFERENCES – Any previous projects you have referred. If yes, please share the details.

|  |  |
| --- | --- |
| **Project** | **Description** |
| **Service Oriented Logistics Supply Chain Management Process Optimization:A Case Study of Agriculture Product Company** | Based the actual situation of the survey data, the optimized scheme for original logistics process is proposed. ABC classification management is used for inventory optimization and the optimal design of transportation and distribution management is also proposed. |
| To **Kit or Not to Kit: Optimizing Part Feeding in the Automotive Assembly Industry** | Two materials supply methods that are abundantly found in industry are bulk feeding and kitting |
|  |  |

# APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** Sharat Chandra M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Sponsor

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Client Sponsor

