PROJECT CHARTER

General Project Information	
Project Name:	XYZ web design
Project Purpose:	Design, build, test, implement, and continue 5 years of service to the new website ABC will be creating for XYZ.
Executive Sponsors:	Lisa Sellers
Department Sponsor:	Tom Kane
Measurable Objectives:	- Project fully operational in 6 months from start date - XYZ website information is backed up and maintained offline in case of catastrophic failure - System errors or failures are kept below 3% per month based on total system transactions - The help desk is actively maintained from 7:00 AM to 8:00 PM seven days a week.
High-Level Project Description	- Interview key stakeholders of XYZ - Analyze requirements to design and build a new website - Estimate the cost to analyze requirements, design, build, test, implement and maintain the XYZ website for 5 years - Complete project charter, formally presented by ABC Web Designs to key XYZ stakeholders 6 months, the final hosted website will be finished, 5 years ongoing support, and maintenance - Includes about page for the project
Budget Summary	Project manager - $48,750.00 Helen Peters - $4,896.00 Jason Morris - $25,872.00 Scott Fassett - $6,804.00 Cindy Lewis - $16,704.00 Estimated total = $103,026.00 Plus or minus 50 % Cost Worksheet https://docs.google.com/document/d/1slGigIMRPwb84UiEmv5QqTR3X6nufYN_SbTiokl08Cg/edit?usp=sharing
High-Level Requirements	- Functional website will be delivered in 6 months with an about page, meeting the performance requirements - Meeting functional and nonfunctional user requirements exceeding milestones and timeframe exceeding supportability, security, and supportability compliance requirements - Achieves all scheduled milestones

	● Exceeds all performance, supportability, security, and compliance requirements
Overall Project Risks:	● After all the requirements have been thoroughly captured and understood , product schedule may exceed the 6 month target dates for completion ● Changes in project staff may unexpectedly occur due to attrition requiring time to fill positions and transition the required work. ● The wide area network and local area network have been recently unstable, with relevant upgrades being made by the service providers. This may cause further delays in the project once it has been baselined.

Project Team

	Name	Department	Telephone	E-mail
Project Manager:	Rhonda Easterday	ABC website	5672416671	Rhondaeasterday530@gmail.com
Core Team Members:				
	Jason Morris	Senior developer	4194445555	Morris@gmail.com
	Scott Fassett	Senior web designer	2163330000	Fassett@gmail.com
	Helen Peters	Web designer	3134339900	Peters@yahoo.com
	Cindy Lewis	Web designer	3135896854	Lewis@yahoo.com

Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)*

Name	Telephone	E-mail
Roger Wilson	111-111-1111	CFO@gmail.com

Lisa Sellers	222-222-2222	executive@gmail.com
Tom Kane	333-333-3333	kane@gmail.com
Edward Speck	444-444-4444	Speck@gmail.com
James Pulliam	555-555-5555	Pulliam@gmail.com
Carol Donners	666-666-6666	Donners@gmail.com

Summary Milestone Schedule

- Project Launch - Two weeks from project charter acceptance
- Gather and finalize XYZ web requirements - Three weeks from project launch date
- Draft design - Two weeks from finalizing requirements
- Final web design - One week from draft design completion
- Web development completion - Seven weeks from final web design
- Web user testing completion - Three weeks from development completion
- Live beta testing completion - Four weeks from user test completion
- Perform final updates for live beta testing - Three weeks from completion of live beta test
- Go live - One week from performing final updates

Project Success Criteria

- The project is fully funded with contingency and management reserve allocations to address project risks and other unknowns.
- Stakeholders assignments to the projects are maintained and remain static.
- Stakeholders responses to questions or data are responded to in a timely and efficient manner, not to exceed 24 hours.
- Project team staff remains stable and consistent throughout the project.

Project Exit Criteria

- No known issues will impact the start of the successor phase.
- The project manager and the project sponsor have fully signed off on completion of the current stage.
- Project performance has not exceeded a10% threshold above the cost baseline for the current phrase
- All required project staff to support the successor phase are fully available to support the successor phase schedule.

Assumptions

- The project work schedule will be 5 days a week, excluding weekends and holidays
- Project work hours are between 8am and 5pm daily.
- Meeting rooms at the customer site are readily available for Stakeholders on a regular basis or as needed.
- No overtime budget is available to cover project needs beyond what has been scheduled or to address unexpected delays.

Constraints

- Project staff will not be able to work weekends or holidays to make up any schedule delays.
- There are no current backfill opportunities for any of the currently assigned project staff.
- Customer stakeholders assigned to provide information and data to project staff must be timely. There must be no delays beyond 24 hours in order to meet the baseline requirements.

Sign-off

	Name	Signature	Date (MM/DD /YYYY)
Executive Sponsor	Lisa Sellers	*Lisa Seller*	5/17/21
Department Sponsor	Tom Kane	*Tom Kane*	5/17/21
Project Manager	Rhonda Easterday	*Rhonda Easterday*	5/17/21

Project Approval Requirements

- Project approval will be required to initiate the project and will be required for final project closure acceptance.
- Tom Kane : manager of XYZ facilities(product sponsor)
- Rhonda Easterday : Project manager ABC Web Designs