

PROJECT CHARTER

Project Name: Organizational Network Analysis	Project Number: 14-ABC-9876
Date: 20.11.2022	Revision Number: -

1. PROJECT GOALS

The project is the foundation to take constructive actions to increase the collaboration among the employees working at Mayur Inc. The aim of the project is to dive deep into the data and come up with insights and recommendations about the current organization network.

2. DELIVERABLES

- Literature review
- Jupyter notebook with complete code
- Insights and Recommendations about current organizational network
- Scientific report for the project

3. SCOPE DEFINITION

The project will include:

- Literature Review
- Data Processing and feature engineering
- Exploratory data analysis
- Hypothesis testing
- Communication network analysis
- Summary and recommendations

The project will not include:

- Link prediction
- Other predictions

4. PROJECT MILESTONES

Milestone 1: Literature review

Milestone 2: Data Processing and Feature Engineering

Milestone 3: Exploratory Data Analysis
Milestone 4: Hypothesis testing and Network Analysis
Milestone 5: Scientific Report

5. ASSUMPTIONS, CONSTRAINTS & DEPENDENCIES

- The data is collected randomly from 5 different locations (US, UK, Brasil, France and Germany). It is collected for 6 months.
- It is representative of the whole organization.
- Employee name is not mentioned in the during the data collection and analysis due to privacy concerns
- Only message-length in terms of number of words is available for analysis. No messages are accessed.
- Data is collected from only 6 departments (Sales, Operations, Admin, Engineering, IT, and Marketing)
- Networking is analyzed only among these departments.

6. RELATED DOCUMENTS

Datasets:

1. Dataset 1: It contains employee details (Age, department, location, and employee ID)
2. Dataset 2: It includes information about sender and receivers

7. PROJECT ORGANIZATIONAL STRUCTURE

Key Stakeholders:

Function	Name	Role
Project Management	Prathamesh Dushetwar	Project Manager
Data Science and Analytics	Mayur Dushetwar	Data Science and Analyst
Data Engineering	Mangesh Dushetwar	Data Engineer
Technical Communication	Megha Dushetwar	Subject Matter Expert
Human Resource and Knowledge Management	Pratiksha Dushetwar	Knowledge Management officer

8. PROJECT AUTHORIZATION

Approved by:	Business Manager <i>Suraj Dushetwar</i>	Date 20.11.22
Approved by:	Project Manager Prathamesh Dushetwar	Date 20.11.22