Greepam Project charter

1. Project purpose  
   EPAM has run its business in Kraków for several years now and it seems it is well established in this city. Local community problems affect also EPAM employees and air pollution is the most import problem these days. Although public transport is well developed in Kraków and city authorities invest a lot of effort and money in making it ecological, most of citizens choose to commute by car. Together with obsolete heating techniques it generates a lot of pollution and Kraków is highly ranked among most cities with highest pollution of the air. High pollution with particulates can cause diseases of respiratory, circulatory and nervous systems, affects peoples concentration and memory, cause depressions and overall bad state of being. Polluted air makes outdoor activities impossible for major part of the year, which is particularly unfavorable for those who work seated for most of the day. From a corporate point of view, high pollution is a deterring factor while efforts are made to move employees from other locations to Kraków.   
   Commuting by car not only pollutes the air but also makes it impossible to demarcate enough space on parking lots close to high density layout offices or utilize whatever is available in optimal manner. Greepam project intends to soften problem of high utilization of cars for daily commute on a company scale, by promoting ecological approach of reaching the office. Furthermore, the software will monitor employees commute habits and calculate required number of parking space needed for rent cost optimization.
2. Project objectives  
   There are two main objectives of Greepam project:
   * to strengthen EPAM image of socially responsible corporate that contributes to sustainable development of local society by promoting ecological means of transport. To achieve that, Greepam will deliver software to track employees commute activities to reward individuals who act in a ecologically responsible way.
   * to optimize office resources in terms of parking space usage by optimizing number of cars needed for employees to reach the office and monitoring employees commuting habits.
3. Product description  
   Greepam project intends to deliver means (software) and methodology (business process) to optimize utilization of parking lot resources and fulfill corporate responsibility policies:
   * software deliverables shall include design and implementation i.e. coding and testing and deployment of web and mobile applications for all major mobile platforms. The mobile software shall have capability of determining how EPAM employee commutes by tracking and analyzing geospatial data. This is to be used for rewarding employees that commute to work by bike, walk, use public transportation or share seats in a car. Value of benefits will depend on kind of transportation (assuming walking and riding a bike being most valuable) and distance a person needs to cover. Also those who go to work by car will find the application useful as it will allow monitoring of space in car parks. Server side of the application together with web interface is intended to deliver detailed reports about utilization of parking spaces and listing employees that make use of alternatives to cars.
   * development of resource management practices for rewarding employees that make use of cars alternatives and adjusting number of parking spaces to actual needs
   * promo campaignto spread a good word in media about EPAM and its contribution to resolving local society problems.
4. Project milestones

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| --- | --- | --- |
| Project milestone | Tasks to complete | Target date |
| Project start | Approval from management | 1 Jan 2018 |
| Initiation | Ensure office space | 8 Jan 2018 |
| Ensure hardware, software, infrastructure, testing tools availability |
| Ensure human resources availability |
| Initial design | Software solution physics | 8 Feb 2018 |
| Range of public information |
| External API for software solution |
| HR benefits policy |
| Proof of concept | Software implementation | 31 May 2018 |
| Initial tests of all use cases |
| Full and stable | Ensure stability of software | 31 July 2018 |
| Deploy software |
| Opening and campaign | Organize opening event in EPAM (party) | 31 Aug 2018 |
| Public campaign in media |
| Advertise software among employees |
| Support software |
| Research and observations | Award users | 30 Sept 2018 |
| Optimize rent of parking space |
| Find out how can use tracking of employees habits |
| Surveys |
| Results presentation |

1. Success criteria

Technical

* + Recognition and tracking of bike riders
  + Recognition and tracking of pedestrians
  + Recognition and tracking of car pooling
  + Car park availability monitoring
  + Precise statistics of car park usage

Company

* + Building corporate social responsibility among local community
  + Reaching public media with company’s achievement and building EPAMs *green* PR
  + Car park rent optimization
  + Employees’ habits tracking

Local community

* + Decreased number of cars
  + Inspire others to use technology to encourage *green* habits

1. Basic risks

|  |  |
| --- | --- |
| Risk | Description of the risk |
| Legal | Project assumes usage of a car and other means of transport. That results in necessity of travel across the city without business trip purpose. Currently EPAM has no procedures for expediting employees for that. Additionally, driving a car with passengers with company car requires medical and psychological certificate. |
| Outdoor condition | Weather condition can influence timeline of the project due outdoor activities that are in scope of the project |
| Accidents | Due to commute and other outdoor activities risk of accident is far higher than in the case of indoor, office work. In addition, damage of equipment can delay project |
| Technical issues | EPAM has little experience and few local experts in the discipline of physics and measurement, hence the task of understanding physics of commute is hard to estimate in terms of schedule and difficulty. |
| External data access | Finding reliable, precise external API or database with public transportation maps and schedules might be difficult, which jeopardizes use case of public transportation. |
| Property management | Property management company at which EPAMs rents office and park space (Buma group) might be unwilling to share information about entrance and presence of employees cars. |
| Staffing | Low criticality of the project to EPAMs business continuity may cause employees to be moved to projects of higher importance affecting deadlines. Budget can also be decreased and moved to higher priority projects |

1. Project manager  
   Project Manager Bruce Spruce is hereby authorized to interface with management as required, negotiate for resources, manage all project tasks, scheduling, and communication to ensure successful and timely completion of the project. A project plan will be developed and submitted to the management team for approval. It will include: scope statement, schedule, cost estimate, draft of resource plan, quality, risk, procurement and stakeholder management as well as project control. Mr. Spruce is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. All resources will be assigned by the project sponsor, Viktor Bondariev. Success will be determined by the Project Sponsor, Viktor Bondariev, who will also authorize completion of the project.

**Authorization  
Approved by the Project Sponsor:  
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**Viktor Bondariev**