


T2 PMO - Project Charter

	Project Name	Do Routine	Project Client	Companies Managements
	Department/Product	IT	Project Sponsor	
	Project Manager	Bandr Alshuqir, Sarah Alshehri	Project Manager (Client)	
	Date of Project Approval	Sun 31-Jul-2022	Expected End Date	Thu 18-Aug-2022
Project Description <i>(Write a brief description for the project)</i>				
An application that assists managers in allocating work to staff members and keeping track of the workflow process, as well as preserving each employee's distinctive points and rights to work.				
Project Purpose / Business Justification <i>(Describe the business need this project addresses)</i>				
Facilitate employee management and reduce wasted time.				
Project Scope <i>(Write the overall scope of the project)</i>				
Mangers				
Employees				
Stakeholders <i>(Those with a significant interest in or who will be significantly affected by this project)</i>				
#	Name	Position	Note	
1	Abdurahman Aleid	Quality Assurance		
2	Bandr Alshuqir	Project Manager		
3	Farah Alnujaidi	UI/UX Designer		
4	Reuof Ali	Business Analysis		
5	Sarah AlShehri	Project Manager		
Major Known Risks <i>(Identify factors, including significant assumptions, that may cause the project to fail)</i>				
#	Risk	Rating		
1	Project purpose and need is not well- Medium defined			
2	Project design and deliverable is incomplete.			
3	A power outage connected to the employee's computer			
4	Absence of an employee or failure of a device			
5	The project schedule is unclear or undefined.			
Estimated Project Schedule <i>(Write the high-level project plan, in which major milestones are identified)</i>				Responsible
#	Milestone	Expected Date		
1				
2				
3				
4				
5				
Document Sign-off				Date
Position		Name	Signature	
Executive Sponsor (Client)				
PMO Director (T2)				