**Project Vision**

The Resource Skills Allocation Systems Project aims to develop and implement an advanced resource skill allocation system to optimize the allocation of skills and expertise within the organization. This project will enhance resource management efficiency, improve project outcomes, and ensure compliance with relevant standards and regulations. By creating an advanced AI powered resource skills system, we can effectively match employee skills with project requirements, provide real-time visibility into resource availability, and offer robust reporting and analytics functionalities to improve overall project management efficiency and increase revenues and lower cost of operations.

# Approval Status

| **Role** | **Name** | **Approval Signature** | **Date** |
| --- | --- | --- | --- |
| Project Manager | Priyanka Sengupta | Approved | 9th Nov 2023 |
| Project Sponsor | John Radcliff | Approved | 15th Nov 2023 |

# Version History

| **Version Nr  (#+mm/dd/yyyy)** | **Summary of Changes** |
| --- | --- |
| 10/18/2023 | Project Charter creation |

# Project Sponsor

* John Radcliff

# Project Manager

* Priyanka Sengupta

# Problem or Opportunity Statement

* Current employee resource allocation practices lack efficiency, leading to suboptimal utilization of human resources, increased project delays, and a lack of visibility into employee availability and skills. (problem)
* There is the absence of an intelligent system that will perform a skill to resource mapping. (opportunity)

# Strategic Alignment and Intended Benefits

* Maximize process and system efficiency.
* Increased revenues through efficient employee performances due to efficient project mapping
* Lower cost of operations through automated processes.

# Project Scope Statement

* Context  
  Current employee resource allocation practices lack efficiency, leading to suboptimal utilization of human resources, increased project delays, and a lack of visibility into employee availability and skills. There is absence of an intelligent system that will perform a skill to resource mapping.
* Scope definition

The project will deliver a web-based Resource Skills System that enables users to:

* Retrieve a list of employees that have the skills matching project requirements.
* Monitor resource availability in real-time.
* Update employee skills in the system.
* Requirements and deliverables  
  High-level requirements include:
* User-friendly web interface for resource skills system.
* Integration with existing databases for personnel, equipment, and facility information.
* Real-time tracking of resource availability and skills.
* Reporting module for generating customizable reports.
* Integration with the organization's authentication system for access.

Acceptance and Success Criteria:

* The system must successfully process resource skills to match requests.
* Users should be able to view real-time resource availability.
* Reports must be generated accurately and in a timely manner.
* The system should integrate seamlessly with existing databases and authentication systems.
* Assumptions
* Stakeholders will actively participate in providing accurate resource information.
* The organization's existing databases and authentication systems will remain unchanged during the project.
* Adequate training will be provided to users for effective utilization of the Resource Skills System.
* Exclusions  
  The project does not encompass:
* Development of new databases or alterations to existing database structures.
* Changes to the organization's authentication system.
* Integration with external systems beyond the organization's current infrastructure.

# Project Deliverables and Requirements

| **Deliverable** | **Short Description** |
| --- | --- |
| **Resource Allocation System** | A fully functional web-based application allowing users to retrieve a list of employees matching project skills and update employee skills. |
| **User Interface (UI) Design** | Intuitive and user-friendly interface for submitting requests and updating skills. |
| **Integration Module** | Seamless integration with existing databases to access personnel, equipment, and facility information. |
| **Reporting Module** | A reporting system that generates customizable reports on resource utilization and allocation trends. |
| **Documentation** | Comprehensive documentation including user manuals, system architecture, and operational guidelines. |
| **Training Materials** | Training materials for end-users to ensure effective utilization of the Resource Allocation System. |
| **Test Plan** | A plan outlining the testing strategy and scenarios for validating system functionality. |
| **Deployment Plan** | A plan detailing the deployment strategy, including any downtime or transition procedures. |
| **Development Plan** | A plan detailing the development activities schedule, including release dates and other milestone dates. |

# Exclusions

The project does not encompass:

* Development of new databases or alterations to existing database structures.
* Changes to the organization's authentication system.
* Integration with external systems beyond the organization's current infrastructure.

# Milestone Schedule

The project will follow the following milestone schedule:

| **Milestone** | **Date** | **Dependency** |
| --- | --- | --- |
| **Project Initiation**   * Charter Approval * Team Formation | **(Week 1-2, Dec 01, 2023 – Dec 15, 2023)** | Project Charter Approval: The approval of the project charter might be a prerequisite for moving forward with detailed planning and execution.  Funding Approval: Securing funding may be necessary before certain project activities can begin. |
| **Requirements Gathering**   * Documenting Requirements * Stakeholder Interviews | **(Week 3-6, Dec 18, 2023 – Jan 5th, 2024)** | Stakeholder Identification: Identifying key stakeholders may need to happen before creating a detailed communication plan or risk assessment.  Risk Assessment: The risk assessment may be required before finalizing the project schedule or budget. |
| **System Design**   * User Interface Design * Stakeholder Interview | **(Week 7-10, Jan 6th, 2024 – Jan 29th, 2024 )** | Design Approval: The approval of project design or specifications may be necessary before development work can start. |
| **Development and Testing**   * Software Development * System Testing | **(Week 11-18, Jan 31st, 2024 – April 3rdth 2024 )** | Development Completion: Testing cannot begin until the development phase is complete.  Test Data Availability: Test data preparation might need to precede testing activities. |
| **Deployment and Training**   * System Deployment * End-User Training | **(Week 19-22 March 18th, 2024 – April 5th, 2024)** | Testing and Quality Assurance: Successful testing may be required before implementing or deploying a solution.  User Training: User training may be necessary before rolling out a new system or process. |
| **Project Closure**   * Final Report * Post-Implementation Review | **(Week 27-28 April 29th, 2024 – May 15th, 2024)** | Evaluation Completion: Project evaluation may need to be concluded before formally closing the project.  Stakeholder Approval: Stakeholder acceptance or sign-off may be required before project closure. |

# High Level Budget

The project budget is estimated at $ 300,000. A detailed breakdown of the budget will be provided in the project's financial plan.

# High Level Risk Analysis

| **Risk** | **Short Description (Impact and Mitigation Strategy)** |
| --- | --- |
| * Budget constraints may affect the project's scope and quality. | * Regular budget monitoring and adjustment as needed. |
| * Resource availability may impact the project timeline. | * Resource allocation and contingency planning. |
| * Technical challenges during system development and integration. | * Collaboration with experienced technical experts. |
| * Data privacy and security breaches. | * Implementation of robust data protection measures. |
| * Resistance to change from end-users. | * Comprehensive change management and training programs. |

# Governance

## **Steering Committee Members**

## The project will be governed by a project steering committee responsible for overseeing the project's progress, decision-making, and alignment with organizational goals.

## **Key Stakeholders and Target Groups**

The entire organization will benefit from improved resource allocation and project outcomes.

|  |  |  |
| --- | --- | --- |
| Name or Group | Roles | Description of Governance Role |
| Executive Stakeholders | 1. CTO 2. VP 3. CEO 4. Director | Executive stakeholders seek regular high-level updates to make informed decisions, ensuring projects align with the organization's financial plans and strategic objectives. |
| Project Contributors | 1. SME  2. Customer Support  3. Training Lead  4. Change Management Lead  5. Budget Analyst  6. IT Support | Project contributors are primarily focused on fulfilling their responsibilities, achieving project objectives, and collaborating effectively with their team to contribute effectively to the project's success. |
| Project Team Members | 1. Project Manager  2. Team Lead  3. Business Analyst  4. Development and Testing Team  5. UX Designer | The project team is driven by a strong desire to complete the project efficiently, foster teamwork, and ensure efficient resource utilization for optimal results. |
| Product End Users | 1. Project Managers 2. HR Managers 3. Delivery Managers 4. Department Managers | Product end customers prioritize high-quality, user-friendly, timely, and budget-friendly products that meet their needs and ensure a positive user experience. |

## **Relevant Standards**

**Standards and Regulations**

**Standards**:The project will adhere to industry-specific standards and best practices for resource management, data privacy, and security.

**Regulations**:The project will comply with all applicable local, regional, and national regulations related to data protection and employee privacy.

# Assumptions and Constraints

## **Assumptions**

## The project team will have access to the necessary resources and expertise required for system development and implementation.

## Stakeholders will provide timely and accurate information to support the project.

## The project budget and timeline are based on initial estimates and assumptions and may require adjustments as the project progresses.

## **Constraints:**

## Budget constraints may limit the scope of the project.

## Resource availability for testing and implementation may be limited.

## **Triple Constraint Trade-Offs**

| Triple Constraints Trade-Off | | |
| --- | --- | --- |
| Schedule | S | Indicate the flexibility for each of the triple constraints:   * N = Not flexible * S = Somewhat flexible * M = Most flexible |
| Scope | M |
| Costs | N |

## **Dependencies and Prerequisites**

## **Dependencies**:

# Successful completion of the requirements gathering phase before development can begin.

# Availability of IT infrastructure and support for system deployment.

# Integration with existing systems and databases.

# Prerequisites:

# Stakeholder alignment and approval of the project plan.

# Allocation of project resources and team members.

# Availability of the project budget.

# Project Governance

## **Related project plans**

* **Project Schedule:** A detailed project schedule will be developed and maintained throughout the project to ensure that tasks are completed on time.
* **Communication Plan:** A communication plan will outline how project updates and information will be shared with stakeholders.
* **Risk Management Plan:** A plan for identifying, assessing, and mitigating project risks will be developed to ensure the project's success.
* **Testing and Quality Assurance Plan**: A plan for testing the system and ensuring its quality and reliability will be developed.

**Governance**

The project will be governed by a project steering committee consisting of key stakeholders, including the project sponsor, project manager, and representatives from relevant departments. The steering committee will meet regularly to review project progress, provide guidance, and make key decisions.

| Name or Group | Description of Governance Role |
| --- | --- |
| Executive Stakeholders | Executive stakeholders seek regular high-level updates to make informed decisions, ensuring projects align with the organization's financial plans and strategic objectives. |
| Project Contributors | Project contributors are primarily focused on fulfilling their responsibilities, achieving project objectives, and collaborating effectively with their team to contribute to the project's success. |
| Project Team Members | The project team is driven by a strong desire to complete the project efficiently, foster teamwork, and ensure efficient resource utilization for optimal results. |
| Product End Users | Product end customers prioritize high-quality, user-friendly, timely, and budget-friendly products that meet their needs and ensure a positive user experience. |

## **Other Key Stakeholders**

List other key stakeholders, their title, project role, and contact info. This is not a stakeholder analysis. But these folks should be contacted as part of a stakeholder analysis.

| Stakeholder /Stakeholder Group | Stake in Project / Management Strategy |
| --- | --- |
| Database Administrator | DBAs collaborate with other IT teams, application developers, and business units to understand data requirements and ensure that the database meets the needs of the organization. |
| Legal Team | The legal team is responsible for ensuring that the organization complies with all relevant laws and regulations, including those related to data privacy, intellectual property, contracts, and industry-specific regulations. |