# Group Assignment 4: Project Charter

By

Group 4

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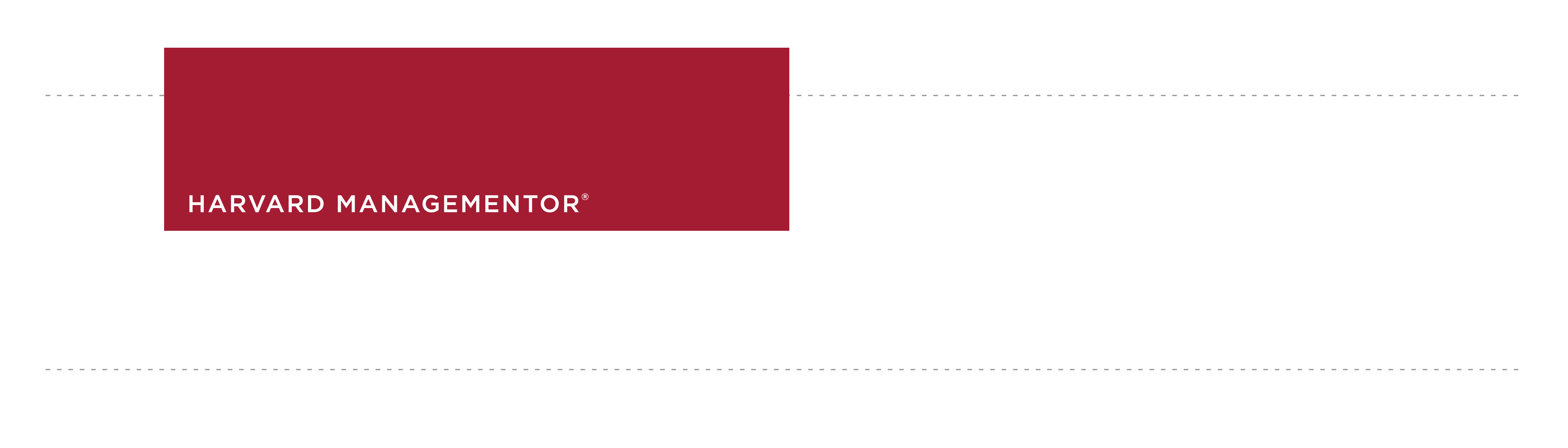
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Worksheet for Creating a Project Charter

Instructions

*Use this worksheet to create a charter for your project. Clarify the nature and scope of the project team’s work, as well as management’s expectations for results.*

**Part I. Executive Summary**

**What are the project’s objectives (deliverables)?**

The project main objective is to increase overall customer satisfaction by implementing 3 new applications and updating the existing three apps with minimum utilization of web.

**Part II. Business Case**

**What business need does the project address?**

The project addresses growth and development which are the vital needs. Increased revenue is part of growth. Other than this, the project is addressing to the customers, innovating new products and services, meeting the professional and institutional competition in the market.

**What is the relationship between the project’s goals and the organization’s goals?**

Project Goals: Through proper planning we have to implement the apps effectively and efficiently within given time, resources and budget. We will also need to manage scope creeps accordingly.

Organizational goals: Once the apps are into the market, organization wishes to attain the leadership position by sustaining the competition and increasing revenue. Also, organizational goal includes earning maximum customer satisfaction by providing apps of new technology.

**What are the benefits of the project to the organization?**

As the project is delivering new applications and updated versions of the previous apps, the organization will be able to sustain the huge competition in the market and also acquire new customers which in turn will help the company to attain new heights with increased profits and gain market share. They will be able have to a leadership position between their competitors.

**Part III. Project Definition**

**What is the project mission statement?**

The identified projects were needed because since the beginning of the organization, the existing applications were not updated and the founders were concerned about the increasing competition in the market. Hence updating and launch additional applications will highly benefit the company’s standing in mobile-computing.

**Who is the project sponsor?**

The two college roommates who were the founders of the organization are the main sponsors of the project.

**What is the project scope?**

The existing and additional applications will be updated that will incorporate advanced technology to acquire new customers as well as provide more options and functions to the existing loyal customers that will result in the organization attaining a leadership position in the market.

**What is the expected time frame of the project work and milestones?**

The project was planned to be delivered within 6 months, and directors identified that for the existing apps to updated, the first project will require 1,250 hours of software development time. The second potential update for the app will be done within 400 hours of development time. The third applications update will need 750 hours of development time frame. And the milestones set for three additional applications are 2,500 hours, 1,875 hours, and 6,250 hours of development time.

**What resources are available to the project team?**

Along with the founders, there are 10 employees available by the time the project is about to start and there will be a requirement of additional resources and skilled staff once the project begins. Existing apps which are to be updated are also asset resources available to the company, to begin with, the project.

Below are the resources available.

* Directors who identified the potential projects
* Currently, there are four software developers to create and update the applications and each of them approximately works 2500 hours per year.
* The existing applications that will be updated are:

1. For tracking and measuring the performance of investment portfolio.
2. Calendar application.
3. Email application.

**Describe project constraints.**

Few are the below constraints within the project in terms of time cost and quality:

 It is estimated that all the applications will be updated and developed and will be launched in the market within 6 months, but the organization has limited staff and resources. If the project has to be completed within the given **time** then there should be an increase in resources which in turn will increase the planned **budget** and investment for the entire project

If the company plans to deliver all the applications with limited resources then there will be high chances that deadlines will be pushed further which will certainly delay the delivery of the products into the market.

If at all the deliverables are developed with limited resources and budget there can be issues in terms of **the quality** of the product which may affect the planned revenues and benefits.

**Clarify assumptions about the project.**

A few of the assumptions are:

* The time is estimated to complete each requirement.
* The revenue is estimated from each application.
* The life span of each application as the new technology may come up within the estimated timeline.
* Attainability of leadership in each category.
* With minimal usage of the web, the applications will be used.

**List project quality requirements.**

The application developed must be

* Compatible in all environments.
* User friendly.
* Security must not be breached.
* Occupies less space.
* Uses minimum internet to access it.

**Part IV. Risk Assessment**

*In the table below, outline the major risks associated with the project, their probability of occurrence, their potential impact, and the steps proposed to manage the risks.*

|  |  |  |  |
| --- | --- | --- | --- |
| RISK | PROBABILITY | POTENTIAL IMPACT | STEPS TO MANAGE  THIS RISK |
| If the potential projects analyzed are not the appropriate ones. | High | They might not attain the leadership in the market as the complete project could be a failure. | Assign appropriate technician instead of directors to conduct the market survey and implement the application. |
| If the developers are unable to understand the requirement properly to implement it. | Medium | Delay in the deliverable and risk of high cost. | Try to make utilization of experienced candidates and explain the requirements clearly beforehand. |
| Estimated completion time. | Medium | Employees may have to work overtime. | Increase the resources. |
| Estimated revenue is not met. | Medium | Organization might not attain profits. | Marketing of the applications must be done through various sources like social media. |
| If the extent to which product made use of web is high. | Medium | We will have less customers. | Try to implement an application with limited features which can make minimum usage of web. |

**Part V. Project Organization**

*In the table below, outline the roles and responsibilities of project team members.*

|  |  |
| --- | --- |
| ROLE | RESPONSIBLITY |
| **Founders** | * Project key sponsors * Produce better revenue and profits by funding for developing new apps and upgrading old apps. |
| **Director of Product development and marketing** | * Prepare the list of potential projects for updating current apps and developing ideas for new apps. * Estimating the development costs of the various application, product revenues, and the likelihood to retain or obtain as a market leader for the given application. * Evaluating the extent of web use by each application. |
| **Product Business Analyst** | * Improve processes, products, services, and software through data analysis. * Bridge between the business problems and the technology solutions. |
| **Project manager** | * The planning, procurement, and execution of a project. * Defines scope, start, and closure of the project. |
| **Software developer** | * Use technical and programming skills to build mobile application programs. |
| **UI/UX Designer** | * Use analytical and creative skills to develop designs. * Provide a great user experience. |
| **Software Testing Engineer** | * Software analysis * Create and implement testing methods * Record test results * Improve the application based on the test. |
| **Software Architect** | * Creating the fundamental structure of the software * High-level designing * Strategic planning of new software products |

**References**

Meredith, J. R., & Shafer, S. M. (2017). *Project management in practice*. (6th ed.). Hoboken: Wiley.