|  |  |
| --- | --- |
| Project Charter Template |  |
| Project Name | Upgrading Networking Infrastructure to a Cloud-based Solution |
| Project Manager | Tanisha Sharma |
| Client | Melbourne Consultancy |
| Applicable Policies | 1. Network Security: Sensitive data must be protected. 2. Manage Change: Following guidelines for implementing new infrastructure and ensuring the changeover meets the requirements. |
| Applicable Procedures | 1. Applying security measures like passwords on the networking appliances so that the sensitive information they store remains confidential. 2. Ensuring that the cloud-based solution is purchased from authentic website and comes with a warranty. |
| Project Requirements | 1. Transfer all data from current local server to cloud based server. 2. Removing reliance on Active Directory. 3. Creating a solution to automatically track live document changes. |
| Project Objectives | 1. Installing Cloud-Based solution for Melbourne Consultancy. 2. Applying appropriate security measures on new infrastructure. 3. Setting up the cloud as per the requirements of the company. 4. Ensuring all criteria are fulfilled and that security protocols are correctly implemented. |
| Stakeholders | Melbourne Consultancy, Cloud Service Provider , Small ICT company |
| Project Sponsor | Haroon Bhutta |

|  |  |
| --- | --- |
| Project Plan Template |  |
| Responsibilities of Client | Maintaining their reputation of providing high quality work and protecting privacy of their customers. |
| Responsibilities of IT Company | 1. Create the project charter:  * Gathering project information. * Identifying applicable organisational policies and procedures * Identifying stakeholders and project sponsor * Identifying project requirements and objectives to meet these requirements.  1. Fulfilling the client requirements. 2. Ensuring that the project $15000 budget is not exceeded. |
| Project Timeline (Dates) | Start date: 1 April 2024  End Date: 22 April 2024 |
| Major Milestones in Project | 1. Identifying tasks to be completed and planning on implementing. 2. Upgrading networking infrastructure and implementing the changes. |
| IT Company Signature |  |
| Client Signature |  |