

Project Charter
BUDT748 Fall 2024

PROJECT NAME	Enterprise Resource Planning(ERP) System
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Specify the official name of the project to be undertaken.

TEAM MEMBERS

List the names and roles of all team members.

ID	NAME	ROLE
1	Shivam Shivam	Software Developer
2	Fuad Khasiyev	Project Manager
3	Sakshat Darne	Scrum Master, UI
4	Sanskriti Yadav	Software Architect
5	Aarya Hari	Software Developer
6	Jaya Pabbisetty	Data Engineer

BACKGROUND	Why is this project important? What led to the initiation of this project?
Provide a brief overview of the project context and rationale.	The project, initiated by the Comptroller of Maryland, aims to modernize the state's financial management infrastructure through the 21st Century Financial Systems Enterprise (21 CFSE) project. The current Financial Management Information System (FMIS), operational since the mid-1990s, faces challenges like complex processes, lack of centralized tracking, cybersecurity threats, and fragmented functionalities across departments. This project addresses these challenges by consolidating and modernizing financial systems under a unified ERP system, enhancing efficiency, transparency, and organizational readiness.

MISSION	What is the primary goal the team aims to achieve?
State the fundamental purpose of the team.	To design, develop, and implement an ERP Management Tool that enhances data management, process automation, and user experience across Maryland's state agencies, aligning with the objectives of the 21st Century Financial Systems Enterprise (21 CFSE) initiative.

OBJECTIVES	What are the key deliverables? What are the success criteria?
List specific, measurable outcomes the team should achieve.	<p>The ERP management system will deliver a comprehensive, cloud-based solution aligned with the 21 CFSE framework, featuring project management, requirement management, risk management, and data integrity modules, along with a tool to assist seamless ERP migration process. Success will be measured by the system's ability to cover all financial management functions, adapt to the 21 CFSE framework, maintain high data integrity and security, and effectively manage projects and risks, ensuring a smooth migration with minimal disruption and successful user adoption.</p>

DELIVERY SCHEDULE

List the feature deliveries planned.

ID	Sprint	Dates: Start/Finish	Deliverables/Features/Tasks
0	0	09/03/2024 to 09/08/2024	Project Initiation and Planning
2	1	09/09/2024 to 09/23/2024	Set up the development environment and tools, Create, update, and manage agency profiles, Manage employee profiles and roles
3	2	09/24/2024 to 10/07/2024	Submit financial requests, Track status of financial requests, Assign review committees to requests
4	3	10/08/2024 to 10/15/2024	Manage and track the review process, Integrate with the FMIS, Role-based access control.
5	4	10/16/2024 to 10/22/2024	Maintain audit logs for system actions, Real-time notifications for request status changes
6	5	10/23/2024 to 11/05/2024	Manage documents associated with requests, Record committee decisions and feedback
7	6	11/06/2024 to 11/20/2024	Generate financial request reports, Personalized user dashboard, Advanced security features
8	7	11/21/2024 to 12/02/2024	Deployment and Project Closure

COMMUNICATION PLAN

Outline how the team will communicate internally and with stakeholders.

What are the preferred communication channels and frequency?
Who are the key stakeholders to be informed?

Internal Communication: Weekly progress meetings via Zoom calls, daily updates via group chat.

External Communication: Monthly status reports to the Comptroller's office and quarterly review meetings with key stakeholders.

Key Stakeholders: Comptroller of Maryland, state agency representatives, IT department heads, ERP system users.

RISK MANAGEMENT

Identify potential risks and mitigation strategies.

What potential obstacles could arise? How will these be managed or mitigated?

1. Scope Creep

- **Risk:** Uncontrolled changes or additions to project scope.
- **Mitigation:** Define clear project requirements, use change control processes, and regularly review scope with stakeholders.

2. Technical Challenges

- **Risk:** Unforeseen technical issues with new ERP integration or software development.
- **Mitigation:** Conduct feasibility studies, prototype testing, and maintain a flexible development approach to address issues promptly.

3. Resource Availability

- **Risk:** Shortages of skilled personnel or delays in resource allocation.
- **Mitigation:** Plan resource needs in advance, cross-train team members, and have contingency plans for critical roles.

4. Timeline Delays

- **Risk:** Delays due to unforeseen challenges or dependencies.
- **Mitigation:** Develop a detailed timeline with buffer periods, regularly monitor progress, and adjust schedules as necessary.

5. Communication Gaps

- **Risk:** Miscommunication between teams leading to misaligned deliverables.
- **Mitigation:** Establish regular communication channels, clear documentation, and frequent progress meetings.

6. Insufficient Testing

- **Risk:** Inadequate testing could lead to defects post-deployment.

- **Mitigation:** Develop a comprehensive testing plan, include multiple testing phases, and involve end-users in acceptance testing.

7. **Resistance to Change**

- **Risk:** Resistance from stakeholders or users adapting to new systems.
- **Mitigation:** Involve stakeholders early, provide training, and communicate the benefits of the new system clearly.

Appendix:

Deliverables (Backlog Chart Sample)

Release	Sprint	Product Backlog
1	1	Feature 01 Create, update, and manage agency profiles.
		Feature 02 Manage employee profiles and roles.
	2	Feature 03 Submit financial requests.
		Feature 04 Track status of financial requests.
		Feature 05 Assign review committees to requests.
2	3	Feature 06 Manage and track the review process.
		Feature 07 Integrate with the FMIS
		Feature 08 Role-based access control.
	4	Feature 09 Maintain audit logs for system actions.
		Feature 10 Real-time notifications for request status changes.
3	5	Feature 11 Manage documents associated with requests.
		Feature 12 Record committee decisions and feedback.
	6	Feature 13 Generate financial request reports.
		Feature 14 Personalized user dashboard.
		Feature 15 Advanced security features.

Backlog Chart Sample

Product Backlog

Release

Sprint 1 Backlog

Sprint 2 Backlog