Project Charter

Project Name	A Wiki project		
Project Manager	Syed Noman Sherazi	**Organization**	FAST-NUCES
Project Sponsor	MS. Noreen Jameel	**Organization**	FAST-NUCES
Document Version	V1.0		

Document Change Control			
Revision Number	**Date of Issue**	**Author(s)**	**Brief Description of Change**
V1.0	02/06/2020	Noman Sherazi	First Draft
V2.0	04/01/2020	Noman Sherazi	Final version

Project Scope		
Business Need	A blog is required which do detailed comparison of two PMS for FYP students to select one tool which help them for project management.	
Project Goals	- Selection of two PMS tools that are freely available - A wiki page with detailed comparison based on management deliverables.	
Product Description	A wiki page will be delivered on completion of project which will do comparison of two PMS tools based on management deliverables.	
In Scope / Out of scope	In Scope: - A static wiki page - Static detailed comparison of two tools - Selection of tools Out Scope: - Dynamic selection of tools - Dynamic comparison of tools	
Critical Success Factors	- A wiki page must be available at the end of project - The compared tools must be open source - Tools must perform all project management activities	
Project Assumptions	None	
Project Constraints	The team working on this project must not increase by 3 members.	
Project Deliverables	Project initiation	Business case
		Functional requirements
		Project charter
		Team contract
		Stakeholder analysis and management strategy
		Kick-off meeting minutes
	Project Planning	Scope documents
		Work break down structure

		Project Gantt chart
		Network diagram
		Milestones
		Communication plan
		Quality plan
		Risk register
		Change management plan
		Issue log
		Project review plan
	Project execution	Updated documents of project planning and initiation
	Monitoring and Control	Work performance report
		Accepted deliverables report
	Project closing	Final project report
		Lessons-learned report
		Final presentation

Functional Requirements	
1	The system shall describe the functionality of two project management software (PMS) tools.
2	The system shall compare two PMS tools.
3	The system shall assist the students towards project completion activities.
4	The system shall provide the students different view of project completion activities.
5	The system shall be acquire through cloud based SaaS platform.
6	The system shall select free PMS tools for final year students.
7	The system shall highlight goals that are consider to choose the PMS tool.
8	The system shall provide compared information of tools from authentic references.

Non-Functional Requirements	
1	The system shall do comparison within 2 seconds
2	The system shall be available 24 hours a day
3	The system shall be able to handle at least 250 request at a time
4	The system shall be able to recover within 20 seconds
5	The system shall be maintained every month for not more than 2 hours

High-Level Milestones and Timeline	
Milestone/Task	**Estimated Completion Date**
Business case	01/31/2020
Project charter	02/06/2020
Scope Document	02/13/2020
Risk register	02/17/2020
Issue log	02/18/2020
Financial Plan	02/18/2020
Design documents	03/03/2020
Team Development	03/06/2020
Code report	03/18/2020
Test reports	03/26/2020
Deploy project	03/30/2020
Contract Closure	04/01/2020

High-Level Roles				
Role	**Project Responsibility**	**Skills Required**	**FTE FY YY-YY**	**Recommended Source**
Project Manager	Manage the project and communication between stakeholders	Good communication, humble, must be worked on same project	42 hours per week * 3 month = 504 hours for 3 month	none
Developer	Develop whatever designed for project	Fulfill his commitments	42 hours per week * 3 month = 504 hours for 3 month	none
Designer	Design the architecture, documents according to requirements	Innovative, creative, accept change, respect other's opinion	42 hours per week * 3 month = 504 hours for 3 month	None
Quality engineer	Should not have ego problems, understand the scope	Positive attitude, innovative in cracking down things	42 hours per week * 3 month = 504 hours for 3 month	none
Total			2016 hours' work effort for project	

High-Level Budget			
Cost Type	**FY yy-yy**	**FY yy-yy**	**Total**
Software	$250,000	$250,000*1	$250,000
Hardware	$0	$0*0	$0
Software team	$10,000	$10,000*3 = $30,000	$30,000*2 = $60,000
Project management team	$30,000	$30,000*2 = $60,000	$60,000
Project Maintenance	$30,000	$30,000*1	$30,000
Total Budget			$400,000

Communication Strategy	
Project Communication objectives	keep inform all stakeholders with work done on daily basis
	Keep inform related stakeholders about change
	Remove conflicts if any
Key Communication Message	Text messages
	Voice notes
	Video calls
Key Audiences	Project manager
	Developer
	Designer
	Quality engineer

Change Management Strategy	
Change requester	Client
	Sponsor
Acceptable Change	Change must be in scope
	Change is acceptable only if it changes project no more than 10%
Practice for managing changes	We will use GIT to manage version control and changes will be commit as version.

Risk Management Strategy	
Risk Areas	Budget
	Scheduling
	Scope
	Interface
Risk Management Objectives	Avoid the risk before they happen
	Do not delay the project or at least reduce the delay
Risk decision makers	Project manager

Project Charter Approval Signatures

Project Manager

_____NomanSherazi_____   _____

(Signature)   (Date)

Name: Syed Noman Sherazi   **Position:** Project Manager

Organization: FAST-NUCES

Project Sponsor

_____MS_Noreen Jameel_____   _____

(Signature)   (Date)

Name: Ms. Noreen Jameel   **Position:** Project Sponsor

Organization: FAST-NUCES