# Project Charter

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

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| **Document Change Control** | | | |
| **Revision Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
| V1.0 | 18/03/2020 | Noman Sherazi | First Draft |
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| **Project Scope** | | |
| **Business Need** | A wiki page 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 |

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| **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. |
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| **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 |
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| **High-Level Milestones and Timeline** | |
| **Milestone/Task** | **Estimated Completion Date** |
| Business case | 01/03/2020 |
| Project charter | 02/03/2020 |
| Scope Document | 02/13/2020 |
| Risk register | 02/14/2020 |
| Issue log | 02/18/2020 |
| Financial Plan | 02/18/2020 |
| Design documents | 03/02/2020 |
| Team Development | 03/05/2020 |
| Code report | 03/19/2020 |
| Test reports | 03/27/2020 |
| Deploy project | 04/01/2020 |
| Contract Closure | 04/03/2020 |

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| **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 |  |

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| **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 |

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

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

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

**Project Charter Approval Signatures**

**Project Manager**

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(Signature) (Date)

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

**Organization:** FAST-NUCES

**Project Sponsor**

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(Signature) (Date)

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

**Organization:** FAST-NUCES