***Corporate Logo***

Project Charter

Lotus Notes Migration

*Project Champion:* <Executive Sponsor>

*Project Sponsor:* <Client Project Sponsor>

*Faculty Advisor:* <Faculty Member>

*Project Manager:* <UA Team Lead/ PoC>

*Project Team:*

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

***DOCUMENT ACCEPTANCE and RELEASE NOTICE***

This is Version 7.0 of the Lotus Notes Migration Project Charter.

The Project Charter is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorized for release once all signatures have been obtained.

*PREPARED:* *DATE:\_\_\_/\_\_\_/\_\_\_*

(for acceptance) (\_\_\_\_\_\_\_\_, UA-MIS Capstone Experience Project Manager)

*ACCEPTED:* *DATE:\_\_\_/\_\_\_/\_\_\_*

(for release) (\_\_\_\_\_\_\_\_\_\_, UA MIS Faculty Sponsor)

*ACCEPTED:* *DATE:\_\_\_/\_\_\_/\_\_\_*

(for release) (executive sponsor, <CLIENT>)

*ACCEPTED:* *DATE:\_\_\_/\_\_\_/\_\_\_*

(for release) (project sponsor, <CLIENT>)

# Project Overview

## Project Title

## Project Background

## High Level Requirements

The following requirements are recognized as the main specifications needed to meet the project goal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirement Number | Requirement Name | Requirement Description | Priority (L,M,H) | Source |
| 1.0 |  |  |  |  |
| 2.0 |  |  |  |  |
| 3.0 |  |  |  |  |
| 4.0 |  |  |  |  |
| 5.0 |  |  |  |  |
| 6.0 |  |  |  |  |

# Solution Blueprint

This solution blueprint is created to gain a better understanding of the work involved in making the <CLIENT> project successful.

The work here is broken down into the following sections:

## Applications



## Business Processes

2.1

2.2

2.3

2.4

2.5

## Technology and Systems

3.1

3.2

3.3

3.4

## Training and Performance

4.1

4.2

# Project Milestones

After creating a work break down structure for the work involved, the following milestones were determined. These milestone dates are approximate and are liable to change.

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Phase |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Project Organization and Communication

## Project Roles and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Responsibility | Availability |
| Project Champion | <CLIENT Executive Sponsor> | * Approve any changes made to the scope of the project * Provide high-level goals and expectations for the project * Obtain high-level resources that the UA MIS team needs to complete the project | As Needed |
| Project Sponsor | <CLIENT Project Lead> | * Approve and give input on major deliverables * Organize information and resources required by UA MIS from <CLIENT> * Inform the UA MIS team of any changes in scope for the project or the environment for the project | As Needed |
| Client Resources | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Provide subject matter expertise concerning <CLIENT>’s architecture, development, and quality standards | As Needed |
| Faculty Advisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Provide advice and feedback throughout the lifecycle of the project * Approve any proposed changes to project scope * Coordinate any UA resources required to complete the project | 10% |
| Project Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Ensure that the project is finished on time, on budget, and within the scope * Ensure that the professional development and educational goals of the Capstone Program are met * Communicate project needs to the necessary personnel * Manage and allocate the team’s resources to ensure the success of the project * Provide quality assurance on all deliverables * Provide feedback and input to team members on various project and professional matters as needed | 50% |
| Capstone Team | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Complete required documentation and deliverables on time and as specified * Conduct research and analysis into various solutions possibilities * Interact with the clients to discover the requirements and scope of the project * Design, test, and implement the requested solution | 50% |

## Stakeholder Goals and Expectations

The following names or groups are essential in supervising and/or growing the project’s deliverables, decisions, and management:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Group | Goals | Expectations |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | <CLIENT> | To provide oversight and access to adequate resources in order to complete the outlined requirements | To be provided with complete SharePoint solutions with comparable functionality to Lotus Notes databases and to receive a SharePoint business intelligence dashboard |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | UA-MIS Faculty | To ensure that <CLIENT> is satisfied with project results and to govern the growth of professionalism within the Capstone team | To properly represent UA MIS by demonstrating high quality work and ensure <CLIENT> is more than satisfied with their end solution |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | UA-MIS Project Manager | To deliver high quality results to <CLIENT> on time and provide the team with guidance and feedback to help them grow professionally | To provide a timely solution to <CLIENT> and to complete the project feeling prepared for future projects and management positions |
| UA MIS Project Team | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To deliver a high quality project results to <CLIENT> on time and grow ourselves professionally | To develop on a professional level and gain practical experience to apply in future endeavors |

## Communication Plan

* The Project Manager, UA MIS Project Manager, and <faculty member> will meet weekly to discuss project status, issues, and upcoming deliverables.
* The UA MIS Project Team, consisting of \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_ and \_\_\_\_\_, will meet weekly with <faculty member> to discuss the project.
* The UA Project Manager and Team will keep the client up to date by means of a weekly status meeting. Some of the potential goals associated with these meetings will be information gathering, deliverable review, and project updates.
* The Project Manager will negotiate all deadlines for deliverable hand-offs with the client and will revise all deliverables based on client feedback.
* Feedback, especially on items such as key deliverables that could delay project progress, is requested within two working days of submission.
* Any necessary revisions to key deliverables will be completed within one week of the feedback.
* Any additional meetings with other stakeholders within <CLIENT> required by the UA Project Manager and Team Project will be arranged through the Project Champion /Project Sponsor.
* Various other communications will be handled via email and telephone. These will be conducted as needed.

# Risk Management Plan

| Project Risk | Mitigation Action | Contingency Plan |
| --- | --- | --- |
| Change in Management Goals and Expectations |  |  |
| Scope Expansion |  |  |
| Technology Accessibility |  |  |
| Sandbox Not Identical to <CLIENT> |  |  |
| Availability of Application Owners |  |  |
| Disagreement Among Stakeholders Regarding Dashboard Requirements |  |  |
| Language Barriers |  |  |

# Quality Management Plan

* Any changes that would be made to the project scope, project charter, or any other vital documents that include the client within the decision-making process will be tracked and updated on those documents. All changes made to each client-related document will include a client sign-off that will require the client to accept the updates before the team can continue. If any issues arise, the faculty sponsor and, if necessary, the client will be informed and utilized as a resource to solve the issue.
* All produced documentation will be reviewed and approved by the project team. The documentation will then be placed in a secure online repository that requires user authentication. Only the project team, project sponsor, and faculty sponsor will have access rights to our repository. In addition, records of all meetings will be kept in the form of minutes and agendas in the online repository.
* There will be a formal 360 degree evaluation process conducted by the team, project manager, and faculty sponsor that will assess each member of the UA MIS Project team, along with the overall project progress and success made thus far in the life of the project. Through this evaluation process, the team will be able to track their progress from start to finish and recognize problems, issues, and weaknesses dealt with throughout the lifetime of the project.

# Project Closure and Realization Plan

Upon completion of the project, the team will provide the following deliverables to <CLIENT>:

|  |  |
| --- | --- |
| Deliverable | Description |
|  |  |
|  |  |
|  |  |

The intended date for the final project closure, including all training materials and project documentation is by close of the business day (5:00 p.m., Central Time) December 6th, 2013. The project shall be considered accepted 30 days after the initial submission of the solution upon approval from <CLIENT>.

# Project Dependencies

## Resources

|  |  |  |
| --- | --- | --- |
| Resource | Responsible Party | Date Needed |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
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