



PROJECT NAME: PROJECT XYZ

PROJECT CHARTER

Technical Project Manager: Vaughnel Fletcher

INTRODUCTION

1.1 PURPOSE OF PROJECT CHARTER

The purpose of Project XYZ is to create an efficient website (with little minimal system errors & bugs) that gives our growing customer base access to ordering and/or utilizing all of our products, services, support, and contact information. By achieving a website that is fluid and functional, we will ensure clients readily recognize our products, services and overall brand.

1.2 EXECUTIVE SPONSORS:

- Roger Wilson: CFO of XYZ facilities

1.3 DEPARTMENT SPONSORS:

- Tom Kane: Manager of XYZ facilities (Project Sponsor)

1.4 MEASUREABLE OBJECTIVES

The objectives of the XYZ are as follows:

- *The website is fully operational within six months from the project launch date.*
- *A backup of all XYZ website information is maintained offline in case of catastrophic failure.*
- *System errors or failures are kept below 3% per month based on total system transactions.*

1.5 HIGH-LEVEL PROJECT DESCRIPTION:

XYZ company has a customer base that is growing substantially. The aim of this project is to create a new website that can handle our bigger customer base and enable them to view a full list of our services and products. Our goal is to increase our user experience and eliminate system errors that would tarnish our brand. The user experience should be fluid and efficient so that we can fully support the clients we host.

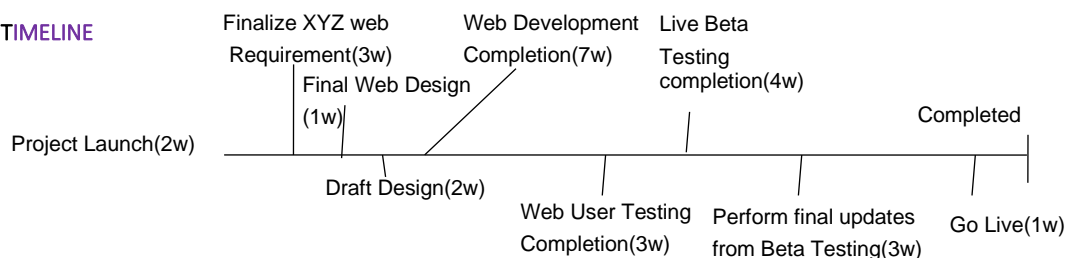
1.6 HIGH-LEVEL REQUIREMENTS

The following table presents the requirements that the project's product, service, or result must meet in order for the project objectives to be satisfied.

Requirement Description
Interview key stakeholders of XYZ to document requirements
Analyze requirements to design and build a new website
The estimated cost to analyze requirements, design, build, test, implement, and maintain the XYZ website for 5 years
Completed project charter, formally presented by ABC Web Designs to key XYZ stakeholders
Final hosted website, ongoing support, and maintenance

DURATION

1.7 TIMELINE



Project XYZ

1.8 HIGH LEVEL MILESTONES

The table below lists the high-level Milestones of the project and their estimated completion timeframe.

Executive Milestones	Estimated Completion Timeframe
Project Launch	2 weeks from Project Charter Acceptance
Gather and finalize XYZ web requirements	3 weeks from the project launch date
Draft Design	2 weeks from finalizing requirements
Final Web Design	1 week from draft design completion
Web Development completion	7 weeks from final web design
Web User Testing completion	3 weeks from development completion
Live Beta Testing completion	4 weeks from user test completion
Perform final updates from Beta Testing	3 weeks from completion of live Beta Test
Go Live	1 week from performing final updates

BUDGET ESTIMATE

Project Staff	Hourly Rate	Hours worked/Month	Monthly Pay	Pay over 6 months
Vaughnel Fletcher – Project Manager	\$65.00	125	\$8,125.00	\$48,750.00
Helen Peters – Web Designer	\$51.00	16	\$816.00	\$4,896.00
Jason Morris – Senior Developer	\$56.00	77	\$3927.00	\$23,562.00
Scott Fassett – Senior Web Designer	\$54.00	21	\$1,134.00	\$6,804.00
Cindy Lewis – Consulting Analyst	\$48.00	58	\$2,784.00	\$16,704.00
TOTAL			\$16,786.00	\$100,716.00

Rough Order of Magnitude (+ - 50%): \$50,358.00 – \$201,432.00

PROJECT SUCCESS CRITERIA

- The project is fully funded with contingency and management reserve allocations to address project risks and other potential unknowns.
- Stakeholder assignments to the project are maintained and remain static
- Stakeholder responses to questions or data are responded to in a timely and efficient manner not to exceed 24 hours.
- Project team staffing remains stable and consistent throughout the project.

PROJECT EXIT CRITERIA

- No known issues will impact the start of the successor phase
- The project sponsor and project manager have fully signed off on the completion of the current phase.
- Project performance has not exceeded a 10% threshold above the cost baseline for the current phase.
- All required project staff to support the successor phase are fully available to support the successor phase schedule.

ASSUMPTIONS, CONSTRAINTS AND RISKS

1.9 ASSUMPTIONS

This section identifies the statements believed to be true and from which a conclusion was drawn to define this project charter.

1. *The project work schedule will be 5 days a week excluding weekends and holidays.*
2. *Project work hours are between 8:00 a.m and 5:00 p.m daily.*
3. *Meeting rooms at the customer site are readily available to meet with stakeholders on a regular or as-needed basis.*
4. *No overtime budget is available to cover project needs beyond what has been scheduled or to address unexpected delays.*

1.10 CONSTRAINTS

This section identifies any limitation that must be taken into consideration prior to the initiation of the project.

1. *Project staff will not be able to work weekends or holidays to make up any schedule delays.*
2. *There are no current backfill opportunities for any of the currently assigned project staff.*
3. *Customer stakeholders assigned to provide information and data to project staff must be timely with no delays beyond 24 hours to meet the baseline schedule requirements.*

1.11 RISKS

Risks
1) After all, requirements have been thoroughly captured and understood, the project schedule may exceed the six-month target date for completion.
2) Changes in project staff may unexpectedly occur due to attrition requiring time to fill the position and transition the required work.
3) The wide area network and local area network have been recently unstable with relevant upgrades being made by the service providers. This may cause further delays in the project schedule once it has been baselined.

PROJECT ORGANIZATION

1.12 ROLES AND RESPONSIBILITIES

This section describes the key roles supporting the XYZ project.

Name	Department	Contact Details	Project Role	Project Responsibilities
Vaughnel Fletcher	PMO	vfletcher@xyz.com 1234567891	Technical Project Manager	Responsible for providing project planning and management for XYZ Project. Ensure that project is completed to specification, within an established time frame and budget.
Helen Peters	Development Team	hpeters@xyz.com 2345678912	Web Designer, ABC Web Designs	Person responsible for planning, creating, and coding the website and web pages. She is responsible for creating the design and layout of a website or web pages. Responsibilities may vary. Team is self-delegating.
Jason Morris	Development Team	jmorris@xyz.com 3456789123	Senior Developer	Creating wireframes to decide on layout. Prioritizing software development projects, setting timelines and assigning tasks to team members. Responsibilities may vary. Team is self-delegating.
Scott Fassett	Development Team	sfassett@xyz.com 45678912345	Senior Web Designer	Developing website layouts, updating sites with changes or new information, and working with other teams to create concepts and strategies. Responsibilities may vary. Team is self-delegating.
Cindy Lewis	Development Team	cleweis@xyz.com 56789123456	Consulting Analyst	Improve business performance by providing insight and solutions for organizational problems. Analyzing datasets and information, interviewing management and stakeholders, conducting studies and surveys, and conveying findings to clients.

1.13

STAKEHOLDERS (INTERNAL/EXTERNAL)

- Roger Wilson: CFO for XYZ Company
 - Email: rwilson@xyz.com
 - Phone: 5460456305
- Lisa Sellers: Executive Oversight Committee chairman, XYZ Company
 - Email: lseller@xyz.com
 - Phone: 2342341352
- Tom Kane: Manager of XYZ facilities (Project Sponsor)
 - Email: tkane@xyz.com
 - Phone: 2342352352
- Edward Speck: XYZ Product Manager
 - Email: especk@xyz.com
 - Phone: 3242352352
- James Pulliam: XYZ Professional Services Manager
 - Email: jpulliam@xyz.com
 - Phone: 2342342342
- Carol Donners: XYZ Warehouse Manager
 - Email: cdonners@xyz.com
 - 23423423523

PROJECT CHARTER APPROVAL SIGN-OFF & REQUIREMENTS

Project Approval will be required to initiate the project and for final project closure acceptance.

The undersigned acknowledge they have reviewed the project charter and authorize and fund the XYZ project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

Signature:	_____	Date:	_____
Print Name:	Tom Kane		
Title:	Manager of XYZ Facilities		
Role:	Project Sponsor		
Signature:	_____	Date:	_____
Print Name:	Vaughnel Fletcher		
Title:	Project Manager		
Role:	Project Manager		