

PROJECT CHARTER

Project Title: CT Supplier Web Portal

Project Sponsor: Denise Whitmore

Date Prepared: 02-14-2016

Project Manager: Daniel White

Project Customer: CTE Suppliers & Customers

Project Purpose or Justification:

The current procedure of procurement is manual and tedious which impacts performance between CT Electronics and its suppliers. This project aims at facilitating procurement by development of a web portal which will automate communication between CT Electronics and its top 250 suppliers by sales. The project also includes EDI enhancements, directing new feeds to ERP and Warehousing Systems, non-conforming queue development and enhancement of the receiving and put away process. This will reduce friction in the current order life cycle and supply chain, thereby lowering costs and improving customer and operational service.

Project Description:

The CT Electronics Supplier Web Portal project will include the following –

1. Development and implementation of a web portal to track and document both incoming and outgoing shipments between CT Electronics and its top 250 suppliers by sales.
2. Multiple electronic data interchange (EDI) enhancements which include addition of the following -
 - Tracking numbers
 - Pallet ID's
 - Estimated ship dates
 - PO text to suppliers
 - Lot (batch) numbers
 - Expiration dates
3. Development of a compliance link application for testing supplier maps.
4. Directing feed into ERP and Warehousing systems.
5. Development of a non-conforming queue for order processing.
6. Enhancement of receiving and put away process.

Project and Product Requirements:

CT Electronics Supplier Web Portal has the following high level requirements –

- Order tracking which allows real time shipment tracking from supplier to warehouse and warehouse to customer.
- Inventory management system to keep a catalog of shelf items for demand planning and forecasting.
- Purchase requisition creation to replenish inventory from preferred suppliers for conformed and non-conformed item queues.
- Configurable rules to designate certain vendors to specific approvers and prices for individual inventory type.
- Centralized purchase view menu to check past requisition details, prices negotiated and POs generated for preferred suppliers.
- Online reporting system for order and delivery status, inventory visibility and financial information.

Acceptance Criteria:

- Project will be as per specification and of high quality
- Project will not exceed the time and budget allocated.
- Suppliers will agree to use our new web portal.
- 24x7 system support will be provided internally (users) and externally (suppliers & customers).
- The cloud hosting service provider will be reliable and secure.

Initial Risks:

- A large number requirement changes can cause delay to timelines.
- Migration from existing procedure may not go as smoothly as planned.
- Staff will have to learn a new system which may upset them.
- Resource attrition may cause increase in cost and time.
- Getting users to participate in user acceptance testing can be difficult.

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Project Objectives	Success Criteria	Person Approving
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Scope:

Scope boundaries should be documented and communicated after requirements clarification.	No out of scope changes are requested by stakeholders.	Project stakeholders
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Time:

The project duration should range from 1 st March 2016 till 31 st May 2016 i.e. 3 months.	The project will be rolled out by 31 st May 2016. + 30 days (contingency).	Project sponsor
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Cost:

Cost should range from \$350,000 to \$400,000. Weekly reports will be generated on budget status.	The actual budget will not exceed the \$400,000 + 6% (contingency).	Project sponsor
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Quality:

Project deliverable standard should be of good quality. Conduct monthly quality reviews.	Achieve 90% compliance on quality reviews.	Application users
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Other:

Examine trends to better understand customer requirements	Improve customer satisfaction by 20% by first 3 months.	Program Manager
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Summary Milestones	Due Date
Feasibility study and system concepts approved by management	03/7/2016
Requirement specification completed, documented and approved	03/21/2016
Low level and high level architectural design completed	03/28/2016
Development, unit testing and integration of code as per requirement and design	04/25/2016
System testing as per test plans and test cases	05/09/2016
Integration testing with suitable inputs	05/16/2016
User acceptance testing for all product features	05/25/2016
Deployment in target operational environment	05/31/2016

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Estimated Budget:

Direct costs: Salaries of developers, testers, business analysts, project manager – \$250,000
Hardware cost including computers, telephones, and other equipment - \$10,000
Software cost including license and subscription cost - \$40,000
Indirect cost: office space rent, employee benefits, general supplies, furniture - \$20,000
Administrative cost: contracts department, HR department, finance department - \$50,000

Project Manager Authority Level

Staffing Decisions:

Project manager will identify skill sets required for the project, along with the selection of team members by conducting interviews. Project manager is authorized to approach/ask functional manager to carry out selection process of team members or any other activities required for the project. Project manager will be assisted by a clerical staff.

Budget Management and Variance:

The estimated project budget is \$370,000. Project manager is authorized to manage budget with approval from stakeholders and functional managers. Budget cannot exceed the estimated budget unless approved by managing directors and president.

Technical Decisions:

Project manager is authorized to make technical decisions for the project. He/she is authorized to approach chief technology officer regarding the selection of technology, tools, platforms and designs for web portal. All the technical decisions need to be approved by principle architect and project manager.

Conflict Resolution:

Project manager will resolve any conflicts that arise in the team. If the team members are not satisfied by the resolutions provided by the project manager, then they can approach the program manager. Project manager is authorized to involve functional manager in conflict resolution depending upon the situation.

Escalation Path for Authority Limitations:

The first level of escalation is team lead for team member and the next one is project manager. If the project manager is insufficient for overcoming any limitations, then it can be escalated to program manager. The highest level of escalation will be the managing director for extreme circumstances.

Approvals:

Project Manager Signature

Sponsor or Originator Signature

Project Manager Name

Sponsor or Originator Name

Date

Date