**Project Charter Plan**

Sophisticated Image Website

Whitney Jackson

Sophisticated Image Website

Conway, AR 72032

10/17/2021

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# Executive Summary

Sophisticated Image was designed to jump start my future business. S.I will be launch in the year 2023, I’ve spent many years daydreaming about my own company, and I’ve even journaled how I plan on bringing this vision to life. Of course, ideas may change, but the foundation will not. I plan on building a salon website that will feature the company history as well as the CEO background. S.I website will be open to the pubic to make appointments, and purchase items.

# Project Purpose/Justification

As I mention above to give customers an opportunity to become part of S.I family and knowledgeable about the beauty world. Customers will have the choice to make an appointment or shop.

## Business Need/Case

The business objective for this project is to attract customers to the website and supply demands. Customers aren’t just limited for the state of Arkansas, but other states are welcome as well. Males/females of all races are accepted. We do not discriminate!

Need/Case

* I plan on the Market Demand to increase by 20 to 40 precent in goods and services. This is a business that benefits every need.
* Customer will have an opportunity to leave feedback and to make requests for future needs and wants or request what they dislike about service or product.
* This project will benefit social needs. This project will welcome all and will be friendly base.

## Business Objectives

The business objectives for this project are in direct support of our corporate strategic plan to improve IT security and reduce costs associated with loss and waste.

* Design and test a new IT security infrastructure within the next 90 days
* Complete implementation the new IT infrastructure within the next 120 days
* Reduce the amount of damages by 50% in the first year

# Project Description

The S.I project will provide easy to use and easy to access techniques to the company website. The S.I project will utilize improved technology in the form of security hardware and software in order to prevent external breaches of the company intranet. All hardware and software will be integrated into the company’s current IT platforms in order to establish increased security while allowing all systems and processes to continue without interruption. S.I will have monitors that will monitor its system daily.

## Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the S.I project, the following objectives must be met within the designated time and budget allocations:

* Hoping to create an easy-to-use website, design for the public of all ages and race. This website will be used for salon purposes only. Appealing to the hair and beauty world.
* Brainstorming and layout of the project should be completed by October 25, 2021
* Website will be completed by the first week of May 2022

## Requirements

This project must meet the following list of requirements to achieve success.

* The website should be tested daily or when updates are added to the website.
* Project will be discussed with professors.

## Constraints

The following constraints pertain to the S.I project:

* All security hardware and software must be compatible with our current IT platforms
* All hardware and software must be purchased in accordance with the allocated budget and timeline
* Two IT specialists and one security specialist will be provided as resources for this project

## Assumptions

My assumptions would be to assume that this project will help me stay on schedule with booking appointments. This way customers can book appointments that benefit them and without overbooking.

## 

## Preliminary Scope Statement

The S.I project will include the design, testing, and delivery of an improved intranet security system throughout the organization. All personnel, hardware, and software resources will be managed by me. All project work will be independent of daily and ongoing operations and all required testing will be done on my laptop. All project funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the intranet security solution is tested and deployed throughout the organization, all technical documentation is complete and distributed to the appropriate personnel, and a list of future security considerations is complete and submitted to the VP of Technology.

# Risks

To prevent risk identification, we must make sure that the website is under a secure website. Place caution reminders (please beware of scammers).

The following risks for the S.I project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* Website will be monitored daily
* No personal data will be accessible
* Only reviews are allowed to be uploaded by customers.

# Project Deliverables

The following deliverables must be met upon the successful completion of the S.I project. Any changes to these deliverables must be approved by the project sponsor.

* Fully completed S.I website
* Recommendation list for future updates

# Summary Milestone Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | 08/01/2021 |
| * Complete Solution Design | 09/21/2021 |
| 1. Acquire Hardware and Software | 10/26/2021 |
| 1. Complete Solution Simulation with New Hardware/Software | 11/01/2021 |
| 1. Complete Solution Simulation and Testing | 04/01/2022 |
| 1. Deploy Solution | 05/01/2022 |
| 1. Project Complete | 05/15/2022 |

# Summary Budget

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| 1. Personnel Resources | $110,000 |
| * Hardware | $45,000 |
| 1. Software and Licensing | $75,000 |
| 1. IT Lab Preparation | $15,000 |
| **Total** | **$245,000** |

# Project Approval Requirement

Success for the S.I project will be achieved when a fully tested intranet security solution, and all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future security considerations as we fully anticipate the necessity of this solution to evolve in order to prevent future threats. Success will be determined by the Project Sponsor, Mr. Jim Thomas, who will also authorize completion of the project.

# Project Manager

Whitney Sims is named Project Manager for the duration of the ISA Project. Ms. Sims responsibility is to manage all project tasks, scheduling, and communication regarding the S.I project. Her team, consisting of one IT specialists and one security specialist will be matrix support from the IT department. Ms. Sims will coordinate all resource requirements through the IT department manager, Whitney Sims. Ms. Sims is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional funding must be requested through the Project Sponsor, Jim Thomas. Ms. Sims will provide weekly updates to the Project Sponsor.

# Authorization

This section provides the names and authorization, once signed, for the project to move forward in accordance with the information contained in this charter.

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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