

Project Charter

Project Title:	Systems Migration Project	Project ID:	JDMB630601
Sponsoring Organization:	J.D. Monster Bank	Sponsor Representative:	Yash Vardhan Sharma
Start Date:	07/01/2017	End Date:	06/30/2018

1. Project Stakeholders:

List all applicable project stakeholders.

Position	Title/Name/Organization	Phone	E-mail
Sponsor Representative	VP Information Technology Yash Vardhan Sharma J.D. Monster Bank	+1(979)985-8287	yashvardhan@jdmb.com
Program Manager	Engagement Manager Rituparna Das J.D. Monster Bank	+1(979)985-8289	rituparnadas@jdmb.com
Project Manager	VP Data Management Jalaj Ranjan Pandey J.D. Monster Bank	+1(312)477-9633	jalajpandey@jdmb.com
Technical Manager	Senior Data Manager Jacob Miller J.D. Monster Bank	+1(352)456-9093	jmiller@jdmb.com
Project Coordinator	Technology Associate Katherine Scott J.D. Monster Bank	+1(979)985-8289	katscott@jdmb.com
IT Support Administrator	Technology Consultant Samantha K. J.D. Monster Bank	+1(979)985-8280	ksamantha@jdmb.com
Network Support Team Lead	Network Administrator Ajith Suman J.D. Monster Bank	+1(352)456-9875	ajihsuman@jdmb.com
Infrastructure Provider Contractor	TBD	--	--
Training Manager	TBD	--	--

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Bank Representatives	TBD	--	--
Customer Engagement Strategist	TBD	--	--

2. Executive Summary

Provide a brief overview of this project.

- Develop a business process to enable secure and successful migration of banking data of all small banks acquired by J.D. Monster Bank.
- Devise virtual project teams leveraging state of the art, world-wide network to ensure the project operates 24x7.
- Ensure that the system migration of the banking systems do not impact the existing customer base during the project execution.

3. Project Purpose

Explain the reason(s) for doing this project.

3.1. Business Need / Problem

The Business Need / Problem is an issue or opportunity pertaining to the business which needs to be resolved / acted upon. State in specific terms the issue or opportunity this project will address. Often, the Business Need / Problem is a critical business issue or initiative in the Sponsoring Organization's Strategic Plan.

- Lack of cohesion in technology implementations between J.D. Monster and other acquired banks.
- Banks acquired still use outdated main frame systems for operations.
- A single global banking platform is in line with J.D. Monster's objective of ensuring consistent implementation of policies and better revenue generation opportunities.

3.2. Business Objectives

Define the specific Business Objectives of the project that correlate to the strategic initiatives or issues identified in the Sponsoring Organization's Strategic Plan. Every Business Objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to at least one project business objective.

Strategic Plan Element	Project Business Objectives
Determine migration strategy	Create a process to successfully migrate smaller bank information from host main frame system to J.D. Monster Bank's real time, cloud based banking networking system.

Design virtual team structures	Design a functional model to create virtual teams utilizing different time zones to ensure around the clock operations.
Determine project execution costs	Design a detailed project cost estimation including project planning, project execution, implementation and post implementation cost estimation and related details.
Develop risk mitigation strategy	Identify any possible risks for project planning and implementation and define clear mitigation strategies for each case.
Eliminate outdated technology	Eliminate usage of the main frame system and other outdated technological implementations in the acquired banking systems by securely migrating onto the cloud based system.

4. Project Overview

4.1. Project Description

Describe the project focus, approach, customer(s), and the boundary limits of the project.

J.D. Monster Bank, based out of San Francisco, California aims to develop a business process to enable secure and successful migration of banking data of acquired banks. Leveraging state of the art, world-wide network, J.D. Monster targets to achieve the migration by creating virtual teams consisting of system analyst experts, programmers, database analysts and information technology assistants. To ensure the successful completion of the project, J.D. Monster CEO Mel Faesance has brought in a subject matter expert, I. Noitall to lend his expertise to the development group.

Project focusses on smooth transition of customer data from different technical implementations to a uniform cloud based infrastructure without impacting the existing user base for better operation and maintenance purpose as a unified system. Project aims to be completed within one fiscal year with a budget allocation of \$350,000 per banking system migration.

4.2. Scope

The Project Scope addresses the who, what, where, when, and why of a project.

The scope of the project would be to migrate data from all smaller banks acquired by J.D. Monster Bank into one system keeping in mind that the project targets to complete 10 migrations within the first fiscal year, i.e. from June 30 –July 31. The project is expected to start on July 1, 2016 and will be completed by June 30, 2016 and aims to successfully migrate information of ten banks into the J.D. Monster Bank system within the first fiscal year and financial estimate per migration is \$350,000.

The project aims to identify and analyze requirements for devising a successful working model for virtual teams. Proposing shift to cloud based technology system which shall minimize dependency on the existing main frame system. Delivering a secure transition from old technology to the new one, and at the same time ensuring that this new technology is upholding integrity, security, and consistency. The project should contain properly structured project schedule and should be accompanied with documents once completed.

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4.3. Assumptions

Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.

It is assumed that:

- Virtual team members have the required expertise to perform the tasks.
- Time estimated for one successful migration is enough.
- Costs estimation done are accurate.
- Individual departments will provide the required support.
- Technical failures have proper back up plans.
- Strategy for the virtual teams will work out with the team members.

4.4. Constraints

Constraints are boundary conditions that the project must stay within. List and describe the constraints applicable to this project.

- Project should be worked out with financial constraint as not to exceed the estimated \$350,000 per migration.
- A time constraint of completion of project within one fiscal year i.e., by June 30, 2016
- Common technical standards and performance constraint to be achieved for seamless execution of the project.

5. Project Requirements / Deliverables

The Project Requirements / Deliverables define what the project must accomplish, including the customer/ user requirements and products / services to be provided by the project.

- Establishment of the virtual teams with system analysts, IT technicians and database administrators successfully functioning in each team.
- Migration of one bank at a time and validation of the process and strategy after each migration with suggested improvements on each iteration.
- Successful integration of ten systems by the end of the first fiscal year.
- Migration of customer bank accounts securely from the main frame host system to the real-time cloud based system.
- Project migration costs per bank to be limited under \$350,000.
- Secure integration of each migration with the existing banking system.

6. Project Management Milestones and Deliverables

Provide a list of Project Management Milestones and Deliverables. This list of deliverables is not the same as the products and services provided by the project, but is specific to the management of the project. An example of a Project Management Milestone is the Project Plan Completed.

<i>Milestone / Deliverable</i>	<i>Estimated Date</i>	<i>Responsible Individual</i>
Devise plan with virtual teams	07/15/2017	Jalaj Ranjan Pandey, Yash Vardhan

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		Sharma, Rituparna Das
Migration of the first bank	09/30/2017	Jalaj Ranjan Pandey, Yash Vardhan Sharma
Determine loopholes and problems	01/10/2017	Rituparna Das
Implement revised plan on the next bank	12/31/2017	Jalaj Ranjan Pandey, Yash Vardhan Sharma
Plan implementation on the remaining banks	06/30/2018	Rituparna Das, Jalaj Ranjan Pandey, Yash Vardhan Sharma

7. Costs / Budget

Identify the initial funding required by the project and/or committed to this project by the project sponsor. Additional funding may be requested / committed upon completion of the detailed project plan.

<i>Purpose</i>	<i>Amount</i>	<i>Source</i>
Training of virtual team	\$50,000	First Estimation using the past experiences of Mr. I Noitall.
Migration from main frame to cloud technology	\$300,000	Initial budget estimate (to be revised with detailed cost estimation in future)

8. Personnel & Other Resources

Identify the personnel and other resources required by the project and/or committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.

<i>Resources</i>	<i>Description</i>
<i>Project Team</i>	<ul style="list-style-type: none"> Yash Vardhan Sharma Rituparna Das Jalaj Ranjan Pandey
<i>Support</i>	J.D. Monster Bank technical support team; acquired bank's technical support teams
<i>Facilities</i>	Datacenter, J.D. Monster Bank, NY; Stanford Labs; Acquired Bank's facilities
<i>Equipment</i>	Database Servers, Cloud Services, Facilities, Information Technology systems (including computing centers, kiosks, networking hardware)
<i>Software Tools</i>	Cloud Data Services, Microsoft Servers, Windows Software

9. Project Risks

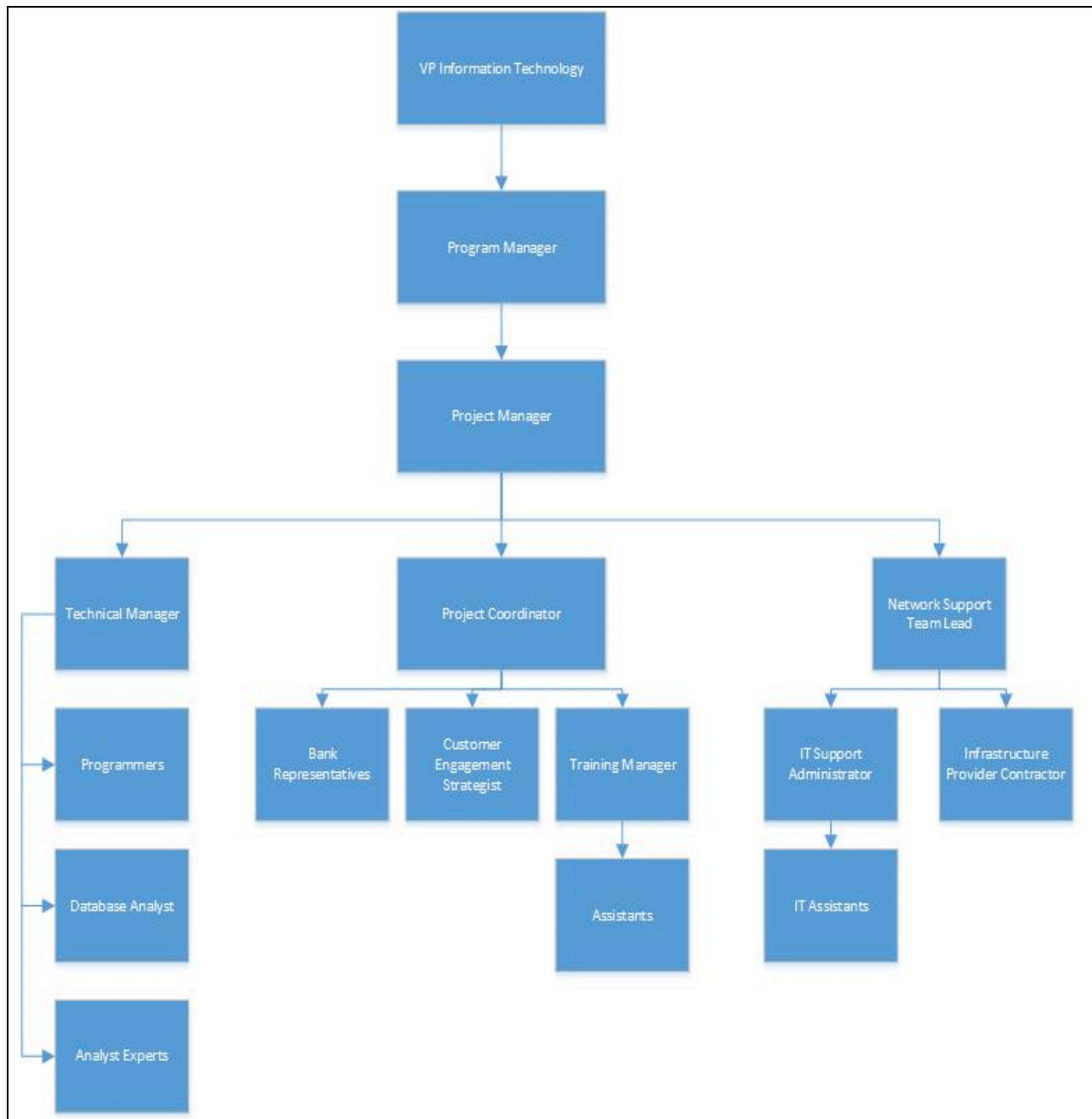
Risks are statements of issues or problems that have the potential to arise but have not yet occurred. List and describe the initial risks for this project.

- Technical problems leading to unsuccessful migration from main frame to cloud based system.
- Lack of expertise and coordination in virtual teams.
- Lack of appropriate funding for the entire migration process.
- Breach of security during the integration and migration process.

10. Project Organization

10.1. Project Organization Chart

Provide a graphic depiction of the project's organizational structure. The project's hierarchical diagram begins with the project sponsor and includes all project stakeholders.



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10.2. Roles & Responsibilities

Describe the Roles and Responsibilities of all project stakeholders identified for this project.

Stakeholder Title	Name	Roles & Responsibilities
Sponsor Representative	Yash Vardhan Sharma	Focuses on realization of benefits, champions the cause of the project, coordinates with other sponsors and provides feedback for the betterment of the project.
Program Manager	Rituparna Das	Engages in collaboration of the project team strategies with the teams from different banks undergoing the migration to carve out strategies for successful implementation and seamless transition.
Project Manager	Jalaj Ranjan Pandey	Defines and clarifies project scope, develops the project plan and schedule and devises policies and procedures to obtain the project objectives.
Technical Manager	Jacob Miller	Defines and sets working standards for individuals in the project team. Establishes technical standards and procedures for all the tasks defined in the project plan in detail.
Project Coordinator	Katherine Scott	Coordinates within and among different teams to ensure successful project plan implementation. Records grievances and complaints of project members, provides solutions to mitigate discrepancies in the team.
IT Support Administrator	Samantha K.	Provides on-demand Information technology before, during and after the migration process.
Network Support Team Lead	Ajith Suman	Ensures network related facilities for the complete process encompassing both software and hardware requirements in collaboration with IT Support team.
Infrastructure Provider Contractor	TBD	Delivers high quality infrastructure related supplies during the complete project execution.
Training Manager	TBD	Engages in designing a training plan for the bank representatives to make sure that they are aware of the migration process and a trained on the new system once the migration is completed.
Bank Representatives	TBD	Ensures that they are well informed of the migration project status and are well equipped with the new system once

		migration is completed.
Customer Engagement Strategist	TBD	Develops strategy for keeping customers informed about the ongoing migration and ensuring that the project results in minimum or no impact on the banking user base.

11. Approval Signatures

The Signatures of the people below document acceptance and approval of the formal Project Charter. The Sponsor Representative must have the authority to commit the organization's resources to the project. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.

<i>Position/Title</i>	<i>Signature/Printed Name/Title</i>	<i>Date</i>
<i>Sponsor Representative</i>	Yash Vardhan Sharma VP Information Technology	8 th February, 2017
<i>Program Manager</i>	Rituparna Das Engagement Manager	8 th February, 2017
<i>Project Manager</i>	Jalaj Ranjan Pandey VP Data Management	8 th February, 2017