

## Project Charter Template

<b>PROJECT TITLE</b>	Employee and Rewards recognition Application	<b>DESCRIPTION</b>	Automate and simplify rewards and recognition program with easy-to-use and customizable cloud-based solution.		
<b>BUSINESS NEED</b>		<b>CORE TEAM MEMBERS</b>		<b>KEY STAKEHOLDERS</b>	
Build a cost-effective rewards and recognition program that is scalable, customizable, and meets your company's goals.	<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>	
Improve organization ability to attract and recruit high quality talent and compete in the Market	Mark Tim	Project Manager	Microsoft	Sponsor	
Component of healthy Workplace	Vijay Kshyap	Team Leader	Investors	Shareholders	
Element of Performance Management	Neelam	Business Analyst	Users	Users	
Overall create healthy workplace and retention of quality talent	Nina	Graphic Designer			
<b>OBJECTIVES</b>					
To create a friendly environment and healthy place where resources would enjoy working in the organization and maintain lon term professional relationship					
To recognize resource for their commendable and high quality service amd commitment					
Automate and simplify your rewards and recognition program with our easy-to-use and customizable cloud-based solution.					
<b>GOALS</b>		<b>SUMMARY PROJECT STATUS</b>			
The goal of the project is to retain and hire high quality resources. Set standards for employees so they have concrete goals to reach and encourahe resources to set goals that are Specific, Measurable, Attainable, Relevant and Timely – that provides employees a clear path to follow and gives their supervisors established metrics to measure progress.		Project Start Date:		2021-04-15	
		Project Completion Date:		2021-09-15	
		Overall process Impacts:		New Customizations or Changes	
		Potential Financial Budget:		\$100,000,000	
<b>SCOPE</b>	<b>OPPORTUNTY</b>	<b>MILESTONES</b>	<b>STATUS</b>	<b>DUE</b>	<b>DONE</b>
The scope is to create a new Employee and Rewards recognition full fledged Application where user and supervisor measure their respective progress	Currently, Microsoft employee recognition portal doesn't help to measure progress neither encourages high quality resources. Micorsoft forsees an opportunity to improve their HR processses so that they can attract the best talent available in the Market	Requirement Gathering	In Progress	2021-04-17	NA
		Current Business Process Analysis	In Progress	2021-04-26	NA
		Project Presentation	Not Started	2021-06-25	NA
		Future Business innovations	Not Started	2021-07-25	NA
		Performance Analysis	Not Started	2021-08-04	NA
		Final Application Delivery	Not Started	2021-09-09	NA
<b>CONSTRAINTS</b>		<b>ASSUMPTIONS</b>			
1) Time Constraint 2) Budget Constraint 3) Resource Constraint		1) We assume that the above estimation is based on the consideration that would be no major changes 2) We assume resources be available as required else there would be delay in overall deliveries 3) We assume stakeholders active participation else there would be a delay in deliveries			
<b>DELIVERABLES</b>					
1) Wireframes and prototype explaining the flow of the applications 2) Deliverables will be pushed every 3-4 weeks 3) Licences and plugin required will be provided by Sponsor 4) Hosting services will be purchased and provided by the client 5) IT Department will test new security and privacy settings.					
<b>SPONSOR NAME</b>		<b>SIGN &amp; DATE</b>			
MATTHEW WATSON					

Key Stakeholders		
Name	Title	
Tom Trump	Senior Manager (PMO)	
Mathew Watson	Project Manger	
Allen Parker	Client	
Dayna Plummer	Planning Engineer	
Varghese Lincoln	Risk Analyst	
Key Milestone Schedule		
Description		Due Date
Project Kick-Off		Jan 1, 2021
Planning Completion		Feb 1, 2021
Phase –I Completion		March 1, 2021
Phase –II Completion		April 7, 2021
Complete Project		May 1, 2021
Product Handover		May 7, 2021
The Project Budget	<ul style="list-style-type: none"><li>The project budget is 1,000,000.00 USD</li></ul>	
	<ul style="list-style-type: none"><li>Contingency Reserve: 50,000 USD</li></ul>	
	<ul style="list-style-type: none"><li>Management Reserve: 50,000 USD</li></ul>	
Assumptions		Constraints
<ul style="list-style-type: none"><li>All permits will be provided on time.</li><li>Political condition will be stable.</li><li>No adverse climate condition.</li></ul>		<ul style="list-style-type: none"><li>Fix project completion date.</li><li>Phase-II completion cannot be delayed.</li><li>Cannot work after 5:00 PM.</li></ul>
Project Risks	<ul style="list-style-type: none"><li>Hot weather condition can stop the work.</li></ul>	
	<ul style="list-style-type: none"><li>Final acceptance may delay as it requires a third party inspection and approval.</li></ul>	