

Project Charter

1. Project Information		2. Business Case
Project Name:	Microsoft Teams Pro – A Cloud Based Collaboration Suite	<p>Small to mid-sized businesses (SMBs) often struggle with inefficient communication, collaboration, and project management processes. These challenges can lead to decreased productivity, missed deadlines, and reduced customer satisfaction.</p> <p>Microsoft Team Pro offers a comprehensive solution to address these challenges by providing a unified platform for communication, collaboration, and project management. The product integrates features from Microsoft Teams, SharePoint, and OneDrive, offering a seamless experience for SMBs.</p>
Project Description:	Team Pro, a cloud-based collaboration suite aimed at small and medium-sized businesses, will integrate features from Microsoft Teams, SharePoint, and OneDrive to improve communication and project management processes.	

3. Project Deliverables	4. Project Benefits
Unified collaboration platform: A single, integrated platform that includes capabilities from Microsoft Teams, SharePoint, and OneDrive.	Increased productivity: By improving communication, collaboration, and project management procedures, TeamPro may assist SMBs in increasing overall productivity.
Improved communication: Real-time texting, video conferencing, and file sharing options.	Improved efficiency: The single platform can decrease the need for various tools and optimize procedures, resulting in greater efficiency.
Streamlined project management tools include task management, project tracking, and document sharing. Improved knowledge sharing: Includes tools for generating and sharing knowledge bases and resources.	Improved collaboration: TeamPro can help team members work together more effectively, resulting in better decision-making and problem-solving.
Integration with the current Microsoft tools: Integrates well with other Microsoft productivity applications, including Outlook and Word.	Improved customer satisfaction: By enhancing communication and response, TeamPro may assist SMBs in providing better customer service.
User-friendly interface: An straightforward and simple interface for both users and administrators.	Team Pro can help SMBs save money by removing the need for several solutions and simplifying IT administration.

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5. Project Risks

- Risk 1:** Delays in third-party integrations.
Mitigation: Establish clear timelines and communication channels with vendors, conduct regular progress reviews.
- Risk 2:** Insufficient user adoption.
Mitigation: Conduct market research and user testing to understand SMB needs, develop targeted marketing campaigns.
- Risk 3:** Security breaches or data privacy violations.
Mitigation: Adhere to strict security protocols, conduct regular audits, and provide comprehensive data privacy training to team members.

6. Project Budget

Total Budget: \$ 200 Million	
Breakdown:	
Developing Costs	\$ 120 Million
Contingency Misc	\$ 40 Million
Marketing & Launch	\$ 40 Million

7. Project Milestones

Milestone 1: Project kickoff and requirements gathering (Month 1)	Month 1
Milestone 2: Platform architecture design completion (Month 3)	Month 2
Milestone 3: Alpha version for internal testing (Month 6)	Month 3
Milestone 4: Beta version for select SMB partners (Month 9)	Month 4
Milestone 5: Final product launch (Month 12)	Month 5

8. Project Team Members

List the team members responsible for the project, including their roles and contact details

Role	Name	Email	Phone
Project Manager	Derek Abrego		
Technical Lead	Ayushi		
Developer	Vamsi		
UI/UX Designer	Lathika		
Q/A Team	Zalak, Patel		

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9. Project Stakeholders		Identify the main stakeholders involved in the project, including their roles, expectations, and specific requirements
Role	Expectations	
Product Development Team	Design, development, and testing of the TeamPro product.	
Cloud Solutions Team	Provide cloud infrastructure and platform support for TeamPro.	
Marketing Team	Develop and execute marketing strategies to promote TeamPro.	
Legal Team	Ensure compliance with relevant laws and regulations, including data privacy and security.	
Security Team	Develop and implement security measures to protect TeamPro and user data.	

10. Project Stakeholders	
Project Sponsor: _____	Date _____
Additional Approvals (if needed): _____	Date _____