

OKUMU EPHANTUS

IT PROJECT MANAGEMENT ASSIGNMENT

REG NO. GMI/ON/2916/09/24

Discuss Project Charter. (include but not limited to the following areas and with examples where applicable; Meaning/Importance, Compare (vs project plans, vs project briefs, vs business case), process of creating a project charter/template,)

Project Charter - is a document that authorizes the existence of a project, by outlining its objectives, scope, stakeholders, high-level requirements, key deliverables, project sponsor, and project manager's responsibilities and authority levels.

It serves as a reference point and guide for stakeholders throughout the project, providing a clear understanding of the project's goals, project risks and boundaries.

The project charter is typically signed off by the project sponsor, symbolizing the organization's commitment to the project.

The importance of a project charter

1. Formally initiate the project – acts as the official authorization for the project manager and team to use resources and begin project work.
2. Define objectives and scope by clarifying the project's purpose, high-level deliverables, and boundaries, avoiding scope creep.
3. Ensure alignment with business goals -It ties the project's purpose directly to the organization's strategic objectives.
4. Identify stakeholders by listing who is involved, including sponsors, customers, and the project team, ensuring everyone is on the same page from the outset.
5. Facilitate decision-making providing a reference for scope decisions, budgetary constraints, and timeline management.

Comparison with Other Documents

1. Project Charter vs. Project Plan

Project Charter - High-level document that authorizes the project, identifying objectives, stakeholders, and scope while **project plan** is a detailed document developed later that outlines how the project will be executed, including schedules, resources, risk management, and communication plans.

Project Charter is typically created at the beginning of a project, during the initiation phase while **Project Plan** is developed after the project charter has been approved and serves as a guide throughout the project's lifecycle.

Project charter requires approval from the project sponsor or steering committee to formally authorize the project while **Project plan** may undergo reviews and revisions, it does not require formal approval like a project charter.

Example

If you're developing a new e-commerce platform, the project charter would outline the goal to "**build an online platform to sell products,**" while the project plan would detail specific **milestones, resource allocations, timelines, and risk management strategies.**

2. Project Charter vs. Project Brief

a. A **project charter** is a formal document that authorizes the project and provides a comprehensive overview of key components while a **project brief** is a concise summary of the project, focusing on key goals and deliverables, often used in smaller or less formal projects.

b. **project charter** is aimed at broad users within an organization who want to know more about the details of the proposed project while **project brief** is aimed at high-level stakeholders

3. Project Charter vs. Business Case

- a. **Project charter** provides a high-level view of the project and its key components, formalizing its initiation while **business case** is a detailed analysis that justifies why a project is necessary, presenting the benefits, costs, and risks involved.
- b. A **business case** focuses on the benefits, costs, and risks associated with the project, while a **project charter** focuses on the project's scope, objectives, and stakeholders

In a nutshell,

Project charter - Serves as the business case for executing the project. It's the 'why'. A charter is the document you'll need to get your project authorized, so no work should be done until the project charter has been signed off.

Project plan - This is the 'how' of the project. It'll include timelines, scope of work and other more project management-oriented elements. It's where you lay out the work that needs to happen and by whom.

Project brief- It serves as an at-a-glance guide for stakeholders who want to know why a project is being executed, as well as how you intend to carry it out.

Process of Creating a Project Charter

Being a reference document, a project charter begs to answers atleast 3 fundamental questions

- a. What is the essence of the project? What are the goals and objectives of the project? How are you planning to reach and achieve these goals and objectives?
- b. Why does this project exist? The charter should communicate its value and/or reason for existence to every person who has a part in it.
- c. Can we agree on this project? The charter acts as a contract between the project sponsor, key stakeholders and the project team. By noting the responsibilities of each party involved, everyone is clear about what their duties are.

Below defines the process of creating a Project Charter.

1. State the Project Information

This includes the project's general information, such as its name, description and who are the project sponsor, project manager, team members and stakeholders.

2. Identify the Project Sponsor and Authorizing Party

These are senior managers or executive with the authority to approve the project and oversee resource allocation. They will help provide direction, get the necessary funding, act as a liaison between stakeholders and resolve any conflicts that come up. The project sponsor plays an important role as they help ensure the project is meeting organizational objectives and cross-departmental collaboration.

3. Establish the Project Purpose

Next, the purpose of the project management charter needs to be established. This means we clearly articulate why the project is happening and what it plans to accomplish. Parts to include in the project purpose are the problem or opportunity, goals, organizational objectives and benefits. Always use simple, digestible language so all stakeholders are clear on the project's intent.

4. Identify Project Goals and Project Objectives

It's important for project managers to differentiate between these two. Project goals are the high-level benefits that the project should generate, while project objectives are the specific milestones or steps that are needed to complete them.

5. Define Project Team Roles & Responsibilities

An important function of a project charter is to document your team members and their roles and responsibilities. You should also identify the main stakeholders. It's always crucial to note the stakeholders in any project as they're the ones who you'll be reporting to and, in a sense, managing their expectations. For example.

- **Project Manager:** Leads the process of drafting the charter and ensuring clarity.
- **Project Sponsor:** Offers initial direction and approvals on the project's alignment with overall organizational goals.
- **Project Management Office (PMO):** Ensures that project charters are structured appropriately and align with organizational objectives.
- **Project Stakeholders:** Provide various input to guarantee that all requirements and perspectives are factored in.

6. Present a Business Case

This helps to design and states the reasons for undertaking the project. It helps project managers explain the business needs that the project will meet and the expected financial benefits and return on investment for project stakeholders.

7. Outline the Project Scope

The scope is the boundaries of your project, such as its start date and when it concludes. So, what are the in-scope items, such as those parts of the project process as opposed to tasks or actions that lay outside the step-by-step process of the project? Outline your key project deliverables and milestones.

8. Create a Project Timeline

A project timeline is a simplified version of your project schedule. This project timeline should show key deliverables, milestones and project stages so that stakeholders understand the big picture.

9. Estimate What Resources Will Be Needed

The project charter document should include the needed personnel, budget, materials and tools to complete the project. A clear estimation of resources in the project charter helps build a stable foundation for the planning and execution phases.

10. Build the Project Budget

To evaluate and determine a ballpark figure on what project costs you expect, based on the resources required to execute project tasks. Define the budget for the project and who will have spending authority. Include the estimated costs for the tasks you've defined, but be aware that new project requirements and tasks will require adjustment of this budget.

11. Conduct a Cost-Benefit Analysis and Log Key Project Risks

A cost-benefit analysis helps stakeholders better understand the project's financial implications and return on investment (ROI). As a result, the stakeholders can make more informed decisions.

Various components of a cost-benefit analysis are needed such as direct and indirect costs, project benefits that are both tangible and intangible as well as the overall return on investment.

12. Define Project Requirements and Success Criteria

The project management team and project stakeholders must reach an agreement in terms of success criteria. The most common aspects to determine project success are the triple constraint elements, time, cost and scope.

PROJECT CHARTER TEMPLATE EXAMPLE

GENERAL PROJECT INFORMATION

PROJECT NAME

PROJECT MANAGER

PROJECT SPONSOR

Positive Charge EMV Station Installations	Jane Matthews	Jill DeGrassio
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EMAIL

PHONE ORGANIZATIONAL UNIT(S)

jane.matthews@positivecharge.com	000-000-0000	Field Engineering, Operations, and Project Management
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GREEN BELTS
ASSIGNED

EXPECTED START
DATE

EXPECTED
COMPLETION DATE

Wendy Williams (Project Management)	02/19/20XX	11/30/20XX
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BLACK BELTS
ASSIGNED

EXPECTED SAVINGS

ESTIMATED COSTS

Rakesh Agarwal (Director of Operations)	\$897,654	\$453,218
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PROJECT OVERVIEW

PROBLEM OR ISSUE	Our goal for this project is to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs.
PURPOSE OF PROJECT	The implementation of the 1,125 EV charging stations will reduce fossil-fuel emissions and have a positive impact on the environment. This will help fulfill Positive Charge's mission of being the world's largest EV-charging provider and reduce the environmental impact of fossil-fuel cars through our services.
BUSINESS CASE	As EVs become more prevalent, more EV-charging stations are needed to accommodate EV drivers' charging needs. The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge.
GOALS / METRICS	The project goal is to install 1,125 EV charging stations at 116 locations across the US, Mexico and Canada. The metrics used to measure success will primarily be the following key performance indicators (KPIs): Revenue Growth, Client Retention Rate, and Customer Satisfaction.

EXPECTED DELIVERABLES	Install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs.
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PROJECT SCOPE

WITHIN SCOPE	Operations engineers, project managers and field implementation engineers will work with third-party client site personnel to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada.
OUTSIDE OF SCOPE	Positive Charge is not responsible for third-party / client's locations preparatory work (e.g., permits for digging, city region electricity-availability logistics, etc.). However, Positive Charge project managers can provide clients with a checklist to ensure their locations are adequately prepared for the installation of our EV charging stations.

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Form Project Team / Preliminary Review / Scope	12/05/20XX	01/11/20XX
Finalize Project Plan / Charter / Kick Off	12/06/20XX	02/01/20XX
Define Phase	12/07/20XX	02/02/20XX
Measurement Phase	12/08/20XX	02/10/20XX
Analysis Phase	12/09/20XX	02/26/20XX
Improvement Phase	01/10/20XX	03/10/20XX
Control Phase	02/08/20XX	03/08/20XX
Project Summary Report and Close Out	04/23/20XX	06/23/20XX

RESOURCES

PROJECT TEAM	Janine Remagio - Project Manager David Coen - Chief Engineer Rita Preze - CFO	Lisa Jones - QA Director Donald Smythe - Field Engineer
SUPPORT RESOURCES	Operations, Sales, Project Management, Engineering	
SPECIAL NEEDS	TBD	

COSTS

COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
Labor	Electro Charge Logistics, Inc.	\$78.00	200	\$15,600.00
Labor	Level 1 EVS	\$46.00	100	\$4,600.00
Labor	Level 2 EVS	\$58.00	50	\$2,900.00
Labor	EVC Fast Chargers	\$85,000.00	1	\$85,000.00
Labor	Battery Vendor	\$79,879.00	3	\$239,637.00
Supplies	Power Conversion System Vendor	\$68,686.00	1	\$68,686.00
Miscellaneous	Third-Party Software	\$68,768.00	0	\$ -
TOTAL COSTS				\$416,423.00

BENEFITS AND CUSTOMERS

PROCESS OWNER	Jane Matthews - Project Manager
KEY STAKEHOLDERS	Jill DeGrassio
FINAL CUSTOMER	116 clients across the US, Mexico, and Canada (see attached client list).
EXPECTED BENEFITS	The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge.

TYPE OF BENEFIT	BASIS OF ESTIMATE	ESTIMATED BENEFIT AMOUNT
Specific Cost Savings	Estimator's projections	\$25,000.00
Enhanced Revenues	Finance's projections	\$92,500.00
Higher Productivity (Soft)	Project management's estimations	\$17,500.00
Improved Compliance	Operations' estimations	\$12,000.00
Better Decision Making	Project management's estimations	\$18,500.00
Less Maintenance	Project management's estimations	\$26,000.00
Other Costs Avoided	Finance's projections	\$46,250.00
TOTAL BENEFIT		\$237,750.00

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	Though contract is signed, Operations still does not have approval for installation from cities of Denver and Yuma. Project management to work with both cities to ensure proper permitting, etc. in time for scheduled installations.
CONSTRAINTS	We have to "backfill" some key project management and field engineer positions to ensure we have people "on the ground" to manage EV stations' implementation.
ASSUMPTIONS	We assume that all permits for installation of EV-charging stations will be provided by clients by time of implementation.

PREPARED BY	TITLE	DATE
Jane Matthews	Senior Project Manager	04/22/20XX

References

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- Ingason, H., & Jónasson, H. I. (2020). *Project execution*. Routledge.
- Project Management Institute. (2021). A guide to the project management body of knowledge (PMBOK guide) (7th ed.). Project Management Institute.
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