

# Project Charter Template

## PROJECT TITLE

Employee and Rewards recognition Application

## DESCRIPTION

Automate and simplify rewards and recognition program with easy-to-use and customisable cloud-based solution.

## BUSINESS NEED

Build a cost-effective rewards and recognition program that is scalable, customisable, and meets your company's goals.

Improve organization ability to attract and recruit high quality talent and compete in the Market

Component of healthy Workplace

Element of Performance Management

Overall create healthy workplace and retention of quality talent

## CORE TEAM MEMBERS

### Name

### Role

Mark Tim

Project Manager

Vijay Kalyap

Team Leader

Noelam

Business Analyst

Nina

Graphic Designer

## KEY STAKEHOLDERS

### Name

### Role

Microsoft

Sponsor

Investors

Shareholders

Users

Users

## OBJECTIVES

To create a friendly environment and healthy place where resources would enjoy working in the organization and maintain long term professional relationship

To recognise resource for their commendable and high quality service and commitment

Automate and simplify your rewards and recognition program with our easy-to-use and customisable cloud-based solution.

## GOALS

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 encourage 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.

## SUMMARY PROJECT STATUS

Project Start Date

2021-09-13

Project Completion Date

2021-09-13

Overall project impacts

New Customizations or Changes

Financial Financial Budget

\$100,000,000

## SCOPE

## OPPORTUNITY

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. Microsoft forges an opportunity to improve their HR processes so that they can attract the best talent available in the Market

## MILESTONES

## STATUS

## DUE

## DONE

Requirement Gathering

In Progress

2021-09-17

NA

Current Business Process Analysis

In Progress

2021-09-26

NA

Project Presentation

Not Started

2021-09-25

NA

Future Business Innovations

Not Started

2021-02-25

NA

Performance Analysis

Not Started

2021-09-04

NA

Final Application Delivery

Not Started

2021-09-09

NA

## CONSTRAINTS

- 1) Time Constraint
- 2) Budget Constraint
- 3) Resource Constraint

## ASSUMPTIONS

- 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

## DELIVERABLES

- 1) Wireframes and prototype explaining the flow of the applications
- 2) Deliverables will be pushed every 3-4 weeks
- 3) Licenses 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.

## SPONSOR NAME

## SIGN & DATE

MATTHEW WALTON

# Project Charter Examples Documents

**Issa Bass, Barbara Lawton**



## **Project Charter Examples Documents:**

**Project Scheduling and Cost Control** James Taylor, 2008 More than 80 percent of all projects start with underestimated schedules and costs and are doomed to exceed projections This concise book demonstrates how to establish realistic estimates how to control a projects schedule and costs and how to develop the projects plan and processes for successful project completion

**PMP Project Management Professional Exam Study Guide** Kim Heldman, Claudia M. Baca, Patti M. Jansen, 2007-07-30 Get the most comprehensive PMP Exam study package on the market Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP Project Management Professional Exam Study Guide Fourth Edition Featuring a bonus workbook with over 200 extra pages of exercises this edition also includes six practice exams over two hours of audio on CD to help you review additional coverage for the CAPM Certified Associate in Project Management exam and much more Full coverage of all exam objectives in a systematic approach so you can be confident you re getting the instruction you need for the exam Bonus workbook section with over 200 pages of exercises to help you master essential charting and diagramming skills Practical hands on exercises to reinforce critical skills Real world scenarios that put what you ve learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book so you can track your exam prep objective by objective On the accompanying CD you ll find Sybex test engine Test your knowledge with advanced testing software Includes all chapter review questions and bonus exams Electronic flashcards Reinforce your understanding with flashcards that can run on your PC Pocket PC or Palm handheld Audio instruction Fine tune your project management skills with more than two hours of audio instruction from author Kim Heldman Searchable and printable PDF of the entire book Now you can study anywhere any time and approach the exam with confidence

*The Project Manager's Communication Toolkit* Shankar Jha, 2010-03-26 Addressing the unique difficulties involved in day to day project management communication The Project Manager s Communication Toolkit provides proven methods for creating clear and effective communications including text based plans reports messages and presentations It examines the many tools available and goes beyond traditional coverage to

Project Management Communication Tools William Dow, Bruce Taylor, 2015 Project Management Communication Tools is the authoritative reference on one of the most important aspects of managing projects project communications Written with the project manager stakeholder and project team in mind this resource provides the best practices tips tricks and tools for successful project communications This book covers Communication Tools across all PMI Knowledge Areas and Processes Social Media and Project Management Agile Communication Tools Project Management Business Intelligence Understand the right communication tools for each stage of a project PMP Prep Questions Communications questions only Face to face communication Communication on virtual projects Preventing common

communication problems And much more      **SharePoint for Project Management** Dux Raymond Sy,2008-10-17 If you are a project manager looking for a technology based easily implemented and usable solution for project communications document management and general project organization this book is for you Susan Weese PgMP President and Founder Rhyming Planet Most companies don't understand SharePoint's power and use it simply to share documents or spreadsheets This hands on book demonstrates how SharePoint can also help you organize and manage complex projects With SharePoint for Project Management you'll not only understand how to apply common and practical project management concepts in SharePoint you'll learn how to build a Project Management Information System PMIS customized to your project that can efficiently coordinate communication and collaboration among team members With this book you will learn to apply key project management techniques by leveraging SharePoint as a PMIS Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS Appropriately define access permissions for project stakeholders and team members Centralize project documents and keep track of document history with version control Automate project reporting mechanisms and generate on demand status reports Track project schedules control changes and manage project risks Integrate project management tools such as Excel Microsoft Project PowerPoint and Outlook Each chapter includes activities that let you practice what you learn Most SharePoint books are either too introductory for end users or too technical for system administrators SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software      **Project Management Communications Bible** William Dow,Bruce Taylor,2010-06-11 The authoritative reference on one of the most important aspects of managing projects project communications With shorter production cycles and the demand for projects being faster cheaper and better the need for project communications tools has increased Written with the project manager stakeholder and project team in mind this resource provides the best practices tips tricks and tools for successful project communications and planning The featured charts graphs and tables are all ready for immediate use Note CD ROM DVD and other supplementary materials are not included as part of eBook file      [The Six Sigma Project Planner](#) Thomas Pyzdek,2003-04-22 Project management strategies for meeting Six Sigma project goals on time and on budget The Six Sigma Project Planner shows leaders how to use project management tools to complete Six Sigma improvements on time and on budget The Planner provides dozens of reproducible project management tools for following the proven Define Measure Analyze Improve Control DMAIC process improvement format Readers who follow its guidelines will be able to quickly and effectively Determine a Six Sigma project's ROI Correct problems in current processes Develop and implement entirely new processes      **FCS Project Management L3** ,2009

**Integrative Document & Content Management** Len Asprey,Michael Middleton,2003-01-01 Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a

coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution s business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere

**Project Management** David L. Cleland,Lewis R. Ireland,2006-09-11 Today s Most Effective Guide for Applying Project Management to Implement Organizational Strategies Now Updated and Expanded Project Management Strategic Design and Implementation delivers complete guidance on applying the theory processes practices and techniques of project management to support strategic planning Written by two world renowned project management leaders this new edition presents the latest methods for using flexible teams to implement organizational strategies especially changes to products services and processes Designed for use in both large and small organizations this updated classic ranges from the project management process to project planning monitoring evaluation and control to continuous improvement through projects This resource offers new material on project portfolio management earned value project management maturity nontraditional teams project partnering project management outsourcing and much more The Fifth edition of Project Management Strategic Design and Implementation features Detailed coverage of all advances in project management theory and practice Helpful sections added to each chapter including chapter summary additional sources of information discussion questions project management principles case study assignment and checklist Updated examples and exercises on key project management topics A larger format with sidebars to highlight major issues This new material chapters on The Evolution of Project Management and Successful Project Teams Inside this Updated PM Classic Introduction to Project Management The Strategic Context of Projects Organizational Design for Project Management Project Operations Interpersonal Dynamics in the Management of Projects The Cultural Elements New Uses of Teams

*Lean Six Sigma Using SigmaXL and Minitab* Issa Bass,Barbara Lawton,2009-01-05 Effectively Execute Lean Six Sigma Projects using SigmaXL and Minitab Written by a Six Sigma Master Black Belt and a Ph D this practical guide to Lean Six Sigma project execution follows the DMAIC Define Measure Analyze Improve and Control roadmap The many real world examples used in the book offer in depth theoretical analyses and are implemented using the two most popular statistical software suites SigmaXL and Minitab This expert resource covers Lean topics ranging from basic data analysis to complex design of experiments and statistical process control Harness the power of SigmaXL and Minitab and enable sustained positive operational results throughout your organization with help from this authoritative guide Lean Six Sigma Using SigmaXL and Minitab explains how to Define the project goals project manager value statement stakeholders and risk

Schedule tasks using the Gantt chart critical path analysis and program evaluation and review technique Capture the voice of internal and external customers Assess the cost of quality Gather data and measure process performance Perform process capabilities analysis Apply Lean Six Sigma metrics to determine baseline performance Implement analysis techniques such as Pareto analysis value stream mapping failure mode and effect analysis FMEA and regression analysis Identify constraints via factorial experiments and implement process improvements Monitor production performance using statistical process control

House documents, 1895      *Practical Analysis and Design for Client/server and GUI Systems* David A. Ruble, 1997

Appropriate for courses in Data Communication and Networking Witty and informative this practical guide arms students with the core competencies required to successfully analyze and design today's client server business information systems presenting a universal methodology and useful techniques that all developers can use regardless of the environment they work in      **City Documents** New Bedford (Mass.), 1915 Includes the reports of the Auditor City Clerk Engineering Dept Fire Dept Board of Health Dept of Parks Board of Overseers of the Poor Free Public Library School Committee Superintendent of Streets and Water Board      *Select Charters and Other Illustrations of English Constitutional History* William Stubbs, 1888

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The Boardcaster California. State Board of Equalization, 1990



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