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| **project charter template** |
| **project title:** **(Example): network router installation** |
| **CLIENT: gamma information services group** | **Project Manager: anthony prust** |
| **MISSION STATEMENT** |
| GAMMA INFORMATION SERVICES GROUP (GISG) is installing an alternating series of network routing switches internally between its Los Angeles and Berkeley offices in order to improve efficiency, response times and communication turnaround. The GISG team responsible for supervising installation and testing is currently experiencing challenges pertaining to technical feasibility and geographical mobility. A requirement persists to weigh payloads on concerned networks and streamline processes to facilitate seamless flow of communication. |
| Project Budget | Estimates | actuals | Notes: Gig resources to be acquisitioned, cutting labor costs down by a third. |
| 3,20,000 | 3,00,000 | - |
| Project ScopeThe project aims to minimize internal communication lags by strategically placing networks at greater distances. This will involve electrical fitting costs, geographical feasibility, skilled and raw manpower as well as an estimated 400 effort hours.  |
| Project Goals and Objectives (Deliverables) |
| * Train members around new communication protocols
* Install 75% of the network clusters within 1 month of Sponsor approval and complete remaining installation and testing subject to securing adequate funds. management funding
* Assign network team leads to supervise speed and load times.
* Create a network map to notify members of where installation services are being carried out to avoid physical disruptions.
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| Milestones to be met/reached |
| 1. Assign 5 team leads within 90 hours of project commencement.
2. Profile skills availability and ongoing utilization rates for certified staff.
3. Test with send/receive instant alerts in a designated zone.
4. Establish high-visibility talkback zones for every 5 km.
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| Resources Requested | Capacity | Department | Skills | availability | Utilization  |
| 200 | 500 | IT infrastructure  | Fiber optics, networking | 40% | 60% |
| Mining | Digging | 80% | 50% |
| HR | Compilation | 100% | 20% |
| Electrical works | Data analytics, piping | 100% | 70% |
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| **Risks** |
| Known | Unknown | Impact | Mitigative Measures |
| geographical | Competitor bid | high |  |
| technical |  | medium |  |
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| Constraints/Assumptions |
| * Required resources are over-booked.
* Estimated number of networks are less, more expenses to procure additional routers.
* All team members are knowledgeable on working with updated routing technology.
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| **Additional Information** |
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| **Management Statement**  |
| The particulars of this document have been verified and approved by senior management, subject to enterprise regulations pertaining to governance, change management, transparency and employee welfare. |
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| **Project Manager**  |  |
|  Date:  |  08-01-2019 |
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| **ABOUT**  |
| SAVIOM ENTERPRISE RESOURCE MANAGEMENT Saviom is a leading global provider of intuitive Enterprise Resource Management and Workforce Planning solutions. Our software helps businesses unlock true potential through renewed workforce productivity and utilization.Clients include Deloitte, BlueScope Buildings, Honeywell (expanded US wide), Fuji Xerox, Fujitsu (Australia and NZ wide), PricewaterhouseCoopers, Siemens, Global Wind Services and many other multinationals from 50+ countries.  |
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