**Project Charter**

**First and Last**

**Project Management Lesson Learned Web Application**

**12/5/2021**

# Revisions

|  |  |
| --- | --- |
| **Project Name:** | Project Management Lesson Learned Web Application |
| **Project Manager/ Owner:** | First and Last, Analyst Programmer |
| **Project Timeframe:** | Jan 15, 2021 – December 6th, 2021 |
| **Project Number:** | From Portfolio #1 |

|  |  |
| --- | --- |
| **Version** | Description |
| **1.0** | Initial write up (notes) based on January 15th, 2021, Focus Points |
| **1.1** | Project Timeframe updated to new projected date |
| **1.2** | Formatted fonts and size of documents |

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# New Project

## Project Name

Project Management Lesson Learned Web Application (PMLLWA)

## Project Description

PMLLWA is a product for easy access to project lesson learned tools through a web application interface for desktop or mobile systems which all lessons learned can be managed remotely. Various access and permissions will be granted to the appropriate personnel to update, manage, and view a list of projects lessons learned and their components/documents inputs by user roles and login registration. Each area will incorporate a virtual portal with key metrics to provide a consistent methodology on which to measure on-going or previous project health and status. PMLLWA will contain all collected schedules, budget data, assigned resources, risks, milestones and the main component of the collection of lessons learned for each project. The scope of this project includes all requirements gathering, planning, design, development, and implementation of the PMLLWA tool. This Plan does not cover the processes used by the project to manage changes to scope of work after they are final and baselined to design, develop, and implement. This project will help to prevent losses and work effort for future or ongoing projects, minimizing risks and research.

# Project Sponsor(s)

## Sponsor Name/ Project Manager

Analyst Programmer: First and Last
Contact Phone: Cell. ###-###-####
Contact Email: \*\*\*\*\*\*\*\*\*\*\*@gmail.com
Location: Anchorage, AK

## Project Team

Project Manager, Analyst Programmer

# Key Stakeholder(s)

The role “Business Lead” refers to the individual(s) to whom the Project Owner has delegated day-to-day project decisions and as primary user input on business rules.

|  |  |
| --- | --- |
| **Name** | **Position Title** |
| Stakeholder | Capstone Professor |
| **Project Role** | **Department/ Organization** | **Phone Number** |
| Primary Advisor | UAA / PM | 907-###-#### |
| **Name** | **Position Title** |
| Stakeholder | Capstone Professor |
| **Project Role** | **Department/ Organization** | **Phone Number** |
| Committee Member | UAA / PM | 907-###-#### |
| **Name** | **Position Title** |
| Stakeholder | President PMI Alaska Chapter |
| **Project Role** | **Department/ Organization** | **Phone Number** |
| Committee Member | UAA / PM | 907-###-#### |
| **Name** | **Position Title** |
| General Public of Interest | Small Business / Non-Profit Organizations |
| **Project Role** | **Department/ Organization** | **Phone Number** |
| Audience / Observer   | All Domain | - |

# Project Mission

## Purpose/Rationale

The PMLLWA Project has been approved to plan, design, build, and implement a new tool to evolve all projects from previous mistakes. The purpose of this project is to centralize all projects into one common management platform. This centralized location will improve management, resource allocation, and prioritization of its various projects based on all feedback and inputs captured during all phases of project lessons learned. This feedback will be stored into a database. PMLLWA will agree that, in any field within project management, that refers to the same dialect or language in the structuring of any project to be executed. This manages all past, current, and future projects in any domain. In previous history research had shown challenges of gathering enough information regarding lesson learning, while they were getting skipped. The analysis needs are based on the practice and the project preparation previously worked. Majority of the previous established lesson learns show to be incomplete, inconsistent, and unprofessional template styles. Producing delays in the preparation of templates and insufficient organization in the required fields. As a result, some of the small projects have not properly met their deliveries, experienced delays, or exceeded their budgets. By implementing PMLLWA, projects will improve deliverables priorities, usage of resources and provide proactive management control. Lastly, this permits to help in identifying and mitigating risks before they adversely impact projects. The successful implementation of this project is expected to reduce the cost overruns and schedule delays by 30%.

## Goals / Objectives

The main objectives for this project are in direct support one on one with a strategic plan to improve all upcoming projects for any personal gain or to set up future small businesses to big corporations to have access to a bank of lessons learned from all domains. The web application of lessons learned will reduce time associated with the consumption of resources needed and researching tools implementations. This will grant a boost for ongoing or future projects, giving an advanced start to the project with data and evaluation collected from lessons learned of previous project to reuse for all the write-ups documentation for the projects. Minimizing time and research when gather inputs for risk or opportunities that could arrive.

## Preliminary Scope Statement

The project will produce a product which need high level requirements by the following items or components as part of the project management plan: project & product objectives, product or serve requirements and characteristics, product acceptance criteria, project boundaries, project requirements and deliverables, project assumptions, initial project organization, initial defined risks, schedule milestones, initial WBS order of magnitude cost estimates and project configuration management requirements.

## In Scope

Requirements Definition, structure design, layout design, assign hosting storage location, gather Domain name for application, selection of program language, selection of type of database management, identify preventive security measures of accessibility to the application, quality code review, staffing, testing and publish the application.

## Out of Scope

Expand or add additional content to the application not mentioned in the in scope, cost of additional software and hardware and usage of any resources other than myself.

# Project Milestones

## Major Deliverables

Timeframe: January 10, 2021 – December 6th, 2021

|  |  |  |
| --- | --- | --- |
| Milestones | Start Date | End Date |
| Project Initiation Phase |  |  |
| Project Charter Submission & Approved | 01/17/2021 | 01/24/2021 |
| Project Documents Requirements  | 01/18/2021 | 01/20/2021 |
| Project Application Requirements | 01/25/2021 | 02/01/2021 |
| Project Plan Management (9 Plans) | 02/02/2021 | 02/28/2021 |
| Project Plan approved | - | 02/28/2021 |
| Project Planning Phase |  |  |
| Gather System/Layout Requirements | 02/28/2021 | 03/11/2021 |
| Project Designs | 03/11/2021 | 04/15/2021 |
| Project Execution Phase |  |  |
| Project Deployment | 08/20/2021 | 10/19/2021 |
| Project Troubleshooting/Running Testing | 10/19/2021 | 10/28/2021 |
| Project Documentation Write-ups | 10/28/2021 | 10/30/2021 |
| Project Code Reviews | 10/30/2021 | 11/01/2021 |
| Project Monitoring & Control Phase |  |  |
| Project Management | 11/01/2021 | 11/05/2021 |
| Project Management Cost & Schedule | 11/05/2021 | 11/09/2021 |
| Project Closeout Phase |  |  |
| Project Closure and turn over | 11/05/2021 | 12/06/2021 |
| Project Finish | - | 12/06//2021 |

# Project Preliminary Budget

## Summary

Material is set in place with no cost associated. Analysis of make-buy decision will be developed for selection of hosting site with an organization that can provide all capabilities highlighted on the in scope and cost no more than $15-50 a month for services and a domain name of no more than $15 dollars a year.

# Project Agreement

## Authority

The ROI budget for the duration of the project is approx. $500. It is to be funded by myself for the entire year 2021. Man’s powers needed are Project Sponsor, Project Manager, Analyst Programmer.

Assumptions

The application will be developed utilizing all free sources of applications except for hosting sites and domain names. There is not going to be any additional body to the work beside myself. This application will be fully online without installing any component to a physical user machine. Enough Data was collected for research study using internal surveys developed by the project owner and online research on lesson learned topics and usages tools related to.

## Constraints

No additional resources/personnel will be utilized as a team member other than the project manager. Any additional backup site other than the local personal computer. An additional hour per day will be utilized to manage PPM’s deliverables and class materials. At the same time, no additional cost should be spent beside the Domain name and hosting site, this means budget limit cap is $500 dollars for this project. The Project Manager will work only 3 hours and 10 minutes on this project to complete the project by December 6th, 2021. The PMLLWA Project has full support from Project Advisor, Committee Members and Programmer Mentorship across all domains within Alaska Region.

High-Level Risks

Personal Computers might crash and lose the programs and utilities to develop the software. Overlap period of three months for the coverage of the duration of the project lifetime.

Priority

| **Priority Chart** |
| --- |
| **Priority** |  | **Description** |
|[ ]  Critical | The change is needed immediately. An external or Internal date requires this change, such as Legislative, regulatory, or process required within a specific timeframe. |
|[ ]  High | The change is needed to improve a system which will significantly improve efficiency. |
|[ ]  Medium | The change is desired to improve the system process. |
|[x]  Low | The change would be nice to have |

Sign Off

Party: Main Components
Name, Title: First and Last – Project Manager/Project Sponsor
Comments: N/A
Signature: First and Last 01/16/21

# Standard Approval Matrix

## Authorization

This matrix is designed to streamline the approval process, yet keep in mind the total cost of development for system changes requests being made. Division may have internal processes that are not captured in this matrix.

## System Analysis Phase Approval (Based on Initial Analysis Estimates)

If Less Than 10 hours  Analyst Programming Team Lead

If Less Than 100 hours  Analyst Programming Team Lead, Sponsor,

If more than 100 hours  Analyst Programming Team Lead, Department Technology Officer, Division Director (or designee), Admin Services Director (or designee)

## System Change Agreement

If Less Than 10 hours  Requester, Analyst Programming Team Lead

If Less Than 100 hours  Requester, Analyst Programming Team Lead, Department Technology Officer, Division Director (or designee)

If more than 100 hours  Requester, Analyst Programming Team Lead, Department Technology Officer, Division Director (or designee), Admin Services Director (or designee)