

# Project Charter Template

<b>PROJECT TITLE</b>	Employee and Rewards recognition Application	<b>DESCRIPTION</b>	Automate and simplify rewards and recognition program with easy-to-use and customizable cloud-based solution.
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BUSINESS NEED	CORE TEAM MEMBERS		KEY STAKEHOLDERS	
Build a cost-effective rewards and recognition program that is scalable, customizable, and meets your company's goals.	<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
Improve organization ability to attract and recruit high quality talent and compete in the Market	Mark Tim	Project Manager	Microsoft	Sponsor
Component of healthy Workplace	Vijay Rajvarp	Team Leader	Investors	Shareholders
Demand of Performance Management	Morlam	Business Analyst	Users	Users
Overall create healthy workplace and retention of quality talent	Nina	Graphic Designer		

## OBJECTIVES

To create a friendly environment and healthy place where resources would enjoy working in the organization and maintain for long professional relationship
To recognize resource for their commendable and high quality service and commitment
Automate and simplify your rewards and recognition program with our easy-to-use and customizable cloud-based solution.

## GOALS

## SUMMARY PROJECT STATUS

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.

Project Start Date	2021-09-13
Project Completion Date	2021-09-23
Overall project impacts	New Customizations or Changes
Financial Financial Budget	\$100,000,000

## SCOPE

## OPPORTUNITY

## MILESTONES

## STATUS

## DUE

## DONE

The scope is to create a new Employee and Rewards recognition full Budget 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

Requirement Gathering	In Progress	2021-09-17	NA
Current Business Process Analysis	In Progress	2021-09-20	NA
Project Presentation	Not Started	2021-09-21	NA
Future Business Innovations	Not Started	2021-02-21	NA
Performance Analysis	Not Started	2021-09-04	NA
Final Application Delivery	Not Started	2021-09-09	NA

## CONSTRAINTS

## ASSUMPTIONS

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

- 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 WATSON

# Project Charter Examples Documents

**Victor M. Corman**



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