An Approved Project Charter

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Approved Project Charter

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Introduction

The technology age is moving at high speed and collegiate studies are moving with it. More and more the internet is playing a major role in scholastic and administrative interaction. The opportunities for improved learning, more accurate record keeping and timely registrar actions are found on line. Many Universities currently operate strictly on line courses which are garner greater percentages of the Universities income while lower cost. The use of on-line resources can eliminated long lines in registry, reduce temporary staffing required for registration operations, reduce paper products requirements and enhance record keeping; all which reduce cost and overhead used by the University. "Both Bill Clinton and Barack Obama have said that universities face a poor outlook if they cannot lower their costs."(The future of universities) This project will establish the infrastructure of the Universities up and coming Information Technologies (IT) solutions to integrate with the recently allied universities in to a uniformed Enterprise Resource Planning (ERP) system. "[The] ERP aims to integrate all the departments of a company into one database so that there is a single, uniform system holding all of the organization's data and information."(Mielach, 2011)

Overview of Project

This project will reorganize the universities IT system hierarchy including an IT project office, develop comprehensive responsibility chain, regain and establish security and IT protocols, provide training for users and administrators, establish a foundation for the systematic implementation of a uniform enterprise resource planning system, and establish a single department to oversee the conversion of existing data into the new system while integrating the many current systems into one.

Purpose of Project

The University has made commitments to five other universities to ally with them on a uniform enterprise resource planning system which will link administrative, registrar, scholastic and academic resources, to reduce overall operating cost and more efficient in achieving the Universities mission.

Business Need or Opportunity

This project will allow the university to regain control of its IT resources, stream line IT processes and make them more efficient and build the capability to provide in the future:

- Automate admissions—Eliminate manual processes and save significant staff time by enabling prospective students to apply online through a self-service portal
- Provide one-stop student access—Likewise, students can enroll, register, and pay for courses through the portal

- Simplify records management—With a single system for all your data needs—and a single digital record for each student—any department on campus can find the student information they need
- Engage faculty—Enable faculty to enter and update grades, and have personalized access to timely, accurate, and institution-wide information
- Manage resources—Manage personnel, funds and processes more transparently
- Strengthen decision-making—Track the metrics you need to guide day-to-day operations, meet reporting requirements, and engage your organization (Enterprise Resource Planning (ERP) System)

Financial Benefits of the Project

This project with allow the university to reduce cost, increase resources through cooperation with the allied members, increase administration efficiency and provide a foundation to provide greater online resources to students which will in turn increase revenue through reduced cost. I will also prepare the university to participate in the proposed ERP system. "The main aims of ERP are saving time and increasing productivity so that organizations can in turn be more efficient and profitable." (Mielach, 2011)

Expected Benefits

The university IT department has had a dismal success rate with IT projects with 68% of all projects being canceled, over budget, late or failing to meet performance specifications. The completion of this project will facilitate reducing inherent waste is such ventures by improving the project approval process, providing project oversight and documentation and increasing the overall efficiency of the universities IT system. The immediate expected return will be a 75% decrease in lost revenue due to poorly managed projects.

Future benefits of this project will be establish the basis for the ERP system with other cooperative members and further reducing administrative cost and increasing resources.

Objective and Goals of Project

The Objectives for this project are to enhance IT system accountability and efficiency, reduce project budget overruns and establish the infrastructure for future ERP system integration.

Project Scope:

The scope of the project is to build a 4,000-square-foot energy-efficient, self-powered home on a $900,000 budget in 8 months' time. The home will be LEED certified and contain solar and wind power generation, updated telecommunications wiring, updated energy-efficient

appliances, geothermal heating, cooling and water heater, and high-quality construction materials and styling at the customer's request.

Project Budget

The budget of $600,000 was established on salary information for the 9 months use of 12 currently employed IT personnel with a mean salary of $75,000 annually spending 50% of their time on the project plus an additional IT Project Manager to be assigned at $117,000 annual salary; and $225,000 for hardware and software needs.

Project Start and Finish Dates

The project will begin 10 after approval and shall be completed in 9 months from the start date.

Major Deliverables

A list of major deliverables can be found in following table.

Table 2

Deliverable	Start	Finish
Architectural Design	Oct 1, 2015	Nov 1, 2015
Building Permit	Oct 15, 2015	Nov 15, 2015
Excavation concrete foundation and flat work	Nov 30, 2015	Dec 15 2015
Rough framing & roofing	Dec 15, 2015	Jan 15, 2016
Wiring & Pluming	Jan 10, 2016	Jan 31, 2016
Exterior sheeting, Insulation, drywall and HVAC	Jan 15, 2016	Feb 15, 2016
Interior finish and painting	Feb 15, 2016	Mar 15, 2016
Exterior finish and painting	Mar 01, 2016	Mar 15, 2016
Appliance and Cabinetry	Mar 25, 2016	Apr 15, 2016
Flooring, trim and landscaping	Apr 15, 2016	May 15, 2016
Final inspections and acceptance	May 15, 2016	May 31, 2016

Resources

The resources for this project are readily available. There are no project issues needing research and development. The pulling together of existing technologies is the primary niche for the project. Research of solar and wind patterns for the construction site will need to be accomplished, but are already part of the contractual installation of the subsystems. Ground stability, public utility and sewage sources will be identified by the Project Team prior to the permit start date (see deliverables in table 2). Local high-end contractors will be utilized, pulled together from a list of past construction contracts in the area. Customer input for style and taste with regards to design, appliance options, and overall finish will be gathered by the Project Team prior to the start of rough frame work (see deliverables in table 2).

Critical Success Factors of Project

Critical to the success of this project is the ability to construct a home with the LEED certifiable options that reduce energy bills, increase energy independence, provide a comfortable home without substantial increase in cost to the consumer, and provide increased market shares, profitability and enhanced corporate recognitions throughout the single family home buying/building community.

Assumptions and Constraints

Assumptions for this project are that the weather and other natural phenomena will remain within established average conditions. The economy will remain on a growth-oriented path. There are no major shortages in materials that develop contrary to current forecasts. The possible constraints which may cause delay or cancelation of the project may be construction labor disputes, failure of the environmental study requiring a new site, drastic economic downturns and unforeseen natural disasters. Any of the above outside influences can change the schedule, scope or cost of the project, requiring reevaluations by the stakeholders whether to proceed or not.

Sign-offs:

The terms above are agreeable for implementation and further development of the project. The signatories below have affirmed their commitment to continue development of the said project.

X_____	X_____
(University President)	(Chief Information Officer)
Date_____	Date_____

X_____

(Application Support Lead)

Date_____

X_____

(Network and Communications Lead)

Date_____

X_____

(PC Support Lead)

Date_____

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