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Semester: 7<sup>th</sup>Question # 1Project Charter

A formal document or a short document which describes your whole project is known as Project Charter.

It includes the objectives/goals, how these objectives/goals will be achieved.

Project Charter also include information about the stakeholders of the project. Risk is also indentified in the

Project Charter. Project Charter shows the benefits of the project all also shows the overall budget of the project.

Project Charter is pretty much like a Birth Certificate of the project + its an internal document where high level assumptions are made and a project manager is appointed. It authorise the project manager to use organization in his project activities.

We can also called it a licence, authorizes Project manager to start/lead project also Contains overall project objectives, high level information regarding scope, schedule and budget.

## Creation of Project Charter

First of all understand that what are the goals/objectives and vision of the project then determine the project scope.

Define the organization of the project also write all the important roles of the project which includes stakeholders, Customers and project team those who will take part in the ~~team~~ project.

Make the plan of implementation. List all major milestones also make the time line.

Make list of different problems which may arise later it will help the project team to be ready for the worst situation.

## Developing Authority

PMBOK (Page 77, 78)

The developing Authority is the Sponsor based on PMBOK. Project manager has to make recommendations on Charter.

Based on PMBOK Sponsor must approve the project charter. Project manager can help to develop the charter.

But this is still very confusing for me. I'm not 100% sure what I wrote above is 100%.

Right or not because any one can develop Charter. Sponsor or project manager.

Generally project manager helps in developing charter finally which should

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be approved by the project sponsor and other stakeholders.

I am searching for this question answer for last two days finally I reached on the conclusion that I think Authority shouldn't be question here question should be who who authorized project and one is project sponsor.

## Major Components of Project Charter

### 1. Purpose of project

Project charter must reflect ~~its~~ the project purpose clearly that all the stakeholders know it.

### 2. Measurable project objectives and related success criteria

The project's statement in which the the goals and criteria for success is clearly defined makes the statement strong which helps everyone in the project to achieve and work for the same goal.

### 3. High level requirements

There are several components which have a place within the project charter (i.e above the project) as well as the project management plan (i.e within the project). The project requirements as envisioned by the organization can be placed within the project charter to make it clear what the organization is thinking by creating the project.

#### 4. Assumptions and Constraints

There are many project issues which only arise because of vague assumptions. So most of the assumptions made cleared to the organization's management before they start the project.

#### 5. High-Level project description and Boundaries

A high level scope is generally defined, if not on the paper than in executive's mind well before the project become a project. So mentioning this scope in a project charter makes it transparent what the creator's of the project are thinking.

#### 6. High Level Risks

~~an~~ Different projects have different risks that define the project. For example, when a structure failure occurs for a bridge overpass project. Or software of website payment that contains security bugs. These risks are fundamental to every project. Therefore the project charter should include these risks.

#### 7. Summary milestone schedule

The executives of most of the project he defines the milestones of the project becomes a project.

#### 8. Summary Budget

Every project charter includes the budget summary of the project created in the context of organizational budget constraints

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## 9. Stakeholder List

There should be clearly mentioned the important stakeholders of the project in the project Charter. Some of the stakeholders need alot of attention.

## 10 Project Approval Requirements

Some project requires external or government approval which will effect the project should be stated in the project Charter.

## 11 Assigned project Manager

As the purpose of the Charter is to assign the project responsibility to the manager therefore the name ~~are~~ and authority of the project manager should be ~~at~~ made clear.

## 12 Project Sponsor

The project sponsor is the one who initiates and funded the project so his name or his organization name and their responsibility in the project choud also be made clear.

### Some Main Components in chart

1. Prolem statement! - The problem Captured in the form of a measurement
2. Business Case! - The Business reasons for doing the project
3. Goal ~~set~~ statement! - The target of the process measurement
4. Time Line! - When each project phase will be Completed
5. Scope! - What's in and what's out of the project
6. Team Members! - The people who will participate in the project.

## Includes and Excludes of Project Charter

The Includes and Excludes of the project Charter are present in the Scope Statement of project Charter.

### Includes

1. Authority to project manager to utilize project resources for achieving project objective.
2. The objectives and aim of the project must be in clear and concise statement.
3. Project Requirements of very high level not with too much detail.
4. Risks of the project which are of high level with not too much detail.
5. Schedule. The project Charter must provide the schedule of events with time that when it will be and when it will be end. Major events are known as milestones.
6. The Budget Budget is an estimation of the total cost of the project.
7. Requirements from the organization for Approval, what in our project needs approval from Govt organization/department, who will be the approval authority and how will we approve from him/her.
8. Stakeholders Importance should also be given to the important project key players.
9. The document will introduce you and your Authority level. It will also give the name and authority level of the project Sponsor.

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## Project Charter Exclusion

Those things which are outside of the project boundaries are known as exclusions.

Exclusions could be anything but it's all about satisfying stakeholders expectations. What might people think is part of the project, but really it isn't? If you are building a house or hotel, maybe the interior decorating is defined as outside of the scope of your project or maybe the landscaping is outside of the scope of project.

Exclusions are often mentioned in project charter documents and project scope statement and are also sometimes referred to as project boundaries.

The exclusion may be procurement, quality as it provides only with high level requirement as well it will exclude any detailed levels such as WBS (Work Breakdown Structure) and OBS (Organizational Breakdown Structure).

Question # 2Project Management Plan

A formal and approved document which defines the execution, control and monitoring of the project is known as project management plan.

It may be in detailed or may be concise. Project management plan is the key to a successful project, with minimal stress. It is a document used to describe every phase of a document.

For example, if a kid receive on his birthday a bicycle in a box, so a bicycle can only come in a box in different parts. So it will need to be assembled in different steps that how project management plan also involves different steps to be completed.

The goal of the project management plan (PMP) is to determine the project outcome, how a successful outcome will be achieved, who will be involved in the project and how the project will be measured and communicated.



# The Components of the PMP

## Subsidiary Plans

### 1. Scope Management Plan

This plan establishes how we handle all of the subsequent Scope processes including defining, monitoring and Controlling Scope and eventually working with the Customer to validate the Scope.

### 2. Requirements Management Plan

If you don't have requirements done just right on your project it is likely your project will be a dud. This plan make sure to that we work with the Customer to analyze, document and manage the requirements properly.

### 3. COST Management Plan

Show me the money or Rather show me how you are going to plan, structure and Control the money on your project and I'll show you the Cost management plan.

### 4. Schedule Management Plan

All project manage schedule & bid differently, so in this plan we

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will establish the standards for how we are going to develop and control the schedule for our project.

### 5. Quality Management Plan

In this plan we are going to lay out the quality policy of the organization as well as the methods and standards and measurements we'll use to achieve quality.

### 6. Resource Management Plan

Resources are not just humans! Buildings, materials, and infrastructure also need to be managed so in the Resource management plan we'll document how we will categorize, manage and control our resources throughout the project life-cycle.

### 7. Communication Management Plan

Studies show that Project managers spend 40% of their time in some form of communication so it makes sense that we have a plan for this area that shows how, when and by which people the project information will be distributed, stored and even disposed of.

## 8. Risk Management Plan

Risk is uncertainty. We don't like uncertainty so we have the risk management plan to help us identify analyze and plan for the risk events.

## 9. Procurement Management Plan

Should we make the stuff in house?  
OR should we go outside the company to buy it. This is the major question we answer in the procurement management plan as we plan for acquiring goods and services.

## 10. Stakeholder Engagement Plan

Stakeholders can really impact our project depending upon their power in the organization and how interested they are ~~with~~ in the project so in the stakeholder engagement plan we look at these factors and plan on how to engage these people accordingly.

# Baseline

## 1. Scope Baseline:-

The Scope Baseline is Composed of the work breakdown structure, The WBS Dictionary and the scope Statement.

## 2. Schedule Baseline:-

The agreed upon schedule, including the start and stop dates.

## 3. Cost Baseline

The time-based Cost budget. (i.e. the Spending plan indicating how much is available for the project and when the funds are available)