Albany Andhra Association

Project Charter and Plan

Zilla Parishad High School, Karumanchi, Guntur district.

Date: 07/11/2016

Prepared by: Raman Kota

Contents

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1. Project Description:

To provide benches for students in Zilla Parishad High School, Karumanchi, Guntur district.

2. Project Purpose

Karumanchi Zilla Parishad High School was established by Government of Andhra Pradesh in the year 1950. The school currently have 250 Students studying from 6th to 10th classes. The school children are still sitting on the benches that were made 50 years ago. These benches were rotten and often children are scratching skin against them. There is a need to replace at least some of these benches so that children can comfortably sit while learning

3. Business Case

By executing this project, will meet AAA objective of "To serve backward regions of Andhra Pradesh through sustainable community based projects in public health, medical, education, sanitation and cultural propagation".

4. Social Requirements

N/A

5. Assumptions

a) The major funding source for this project is to be provided by Chari Samantha Pudi & Veera Kota

b) There here will be local participation from the village.

6. Constraints

a) To be completed by September 1st, 2016.

7. Risks

N/A

8. Project Deliverables

a) 40 Benches in collaboration with Rotary club of Singarakonda & Addanki

9. Project Milestones

Identify the project milestones.

Milestone Date	Milestone Name	Milestone Description
01-Jun-2016	Submission of Project Charter	Define the need and funding source
11-Jul-2016	Approval of Project Charter by AAA Board	

11-Jul-2016	Prepare Project Plan	System passes integration and end-user acceptance testing and is deployed to production
11-Jul-2016	Approval of Project Plan	
14-Jul-2016	Award the Contract	
31-Aug-2016	Receive Goods	
01-Sep-2016	Install Equipment	
15-Sep-2016	Lessons learned	
30-Sep-2016	Project Closure report	

10. Project Manager

Raman Kota will be the project manager and his responsibilities are listed as below

1) Prepare the Project Schedule
2) Assign Resources for the project activities
3) Begin Procurement Process
4) Define Procurement Methodologies
5) Present the Quotes to the Board
6) Get approval from the Board
7) Release PO's
8) Award contracts
9) Maintain Documentation
10) Submit status reports to the Board.

11. Project Roles and Responsibilities

Name	Role	Responsibilities
Raman Kota	Project Manger	As stated above
AAA Board	Project Oversight Committee	Ensure proper Process is followed in Selection of Vendors and cost Ensure work is completed as per stated in the documents Ensure Project goals are attained Ensure Project Status Reports are Submitted
BV Rao	Secretary	Validate all the quotes for the project Ensure funding stream for the Project Documentation as per requirements
Srinivas Nidamanuri	Treasurer	Ensure the Quotes are valid Ensure that funding is available

12.   Project Life Cycle Methodology and Tools

The Project shall follow Agile Scrum Process for execution.

All documentation will be maintained   in AAA Website.

13.   Authorization

Provide the names of those business sponsors that must sign the Project Charter. Once the project Charter is signed by the project sponsors, the project is authorized to start.

AAA Board Approval

_____   Date: _____

Approved by the Project Sponsor: [Shiva Ganapatiraju – **President**]

_____   Date: _____

Approved by Project Major Donor: [Chari Samanthapudi]

_____   Date: _____

[Veerabhadrarao Bheemineni - **Secretary**]

_____   Date: _____

[Venkata Srinivas Nidamanuri - **Treasurer**]

_____   Date: _____

[Mahesh Nallamothu - BOD]

_____   Date: _____

[Chandra Sekhar Narisetty - BOD]

_____   Date: _____

[Chandra Sekhar - BOD]

_____   Date: _____

[Chandini Kilaru - BOD]