

Albany Andhra Association



Project Charter and Plan

*Zilla Parishad High School,
Karumanchi, Guntur district.*

Date: 02/01/2015

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1. Project Description:

To provide the infrastructure needed for Zilla Parishad High School, Karumanchi, Guntur district.

2. Project Purpose

State the purpose of the project. Tie the purpose to the organization's strategic goals and objectives if possible. Tell the reader why this project is being started and what need it is fulfilling. Identify if there are any specific mandates, policies or laws that are driving this change.

The high school has 125 Telugu medium and 125 English medium, total of 250 students, class range from Grade 6 to 10. The school does not have any audio visual aids, impairing the education of the kids and not able to see any kid of visual aids during their learning process inhibits the growth of child's education in the educational field. Having a public address system and audio visual aids will provide the children of the high school to learn and understand different subjects more efficiently. So the need was expressed by the School administration requesting for Sponsorships for the following items:

- a) Projector
- b) Public address system
- c) Benches for auditorium
- d) School lesson plans and Software
 - a. Syllabus, Video and audio formats for 6th to 10th Grades
 - b. Women and Child Health programs
 - c. Agriculture and Farming videos useful for Villagers

3. Business Case

Provide information on how the project going to benefit the organization. Discuss the alternatives that were considered, if any, and provide information on how the organization came to the selected approach.

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

Identify the high level business requirements that the project is going to fulfill. Remember that this is not a detailed list of system requirements.

- a) Provide Projector to the auditorium for audio/visual education
- b) Provide Public address system for effective communication within the school premises
- c) Provide subject matter and other audio visual educational aids for 6th to 10th Grades.
- d) Provide lesson plans, audio & visual aids for preparation to higher studies and for any counselling.
- e) Provide content for Women self-help improvement and development.
- f) Provide content for farming and rural development programs.

5. Assumptions

Assumptions are conditions at the start of the project that must be considered. For example, when developing the new software system that is going to take 3 years to fully complete, an assumption could be that the project budget is approved each year for three years so that the project scope is not impacted.

- a) The major funding source for this project is to be provided by Mr. Raman Kota
- b) AAA would be augmenting the funds required by the project, there will be local participation from the village. AAA will be providing content for Audio/Visual programs through variety of sources.
- c) AAA will provide initial maintenance, guidance and procedures for future maintenance. Will develop road-map for future sustenance.

6. Constraints

Constraints are situations or events on the ground that must be considered and accounted, for which the project has no control over. For example, a constraint can be a hard deadline or completion date. Other constraints could be resources, tools or hardware -- so that if the project has no budget for additional servers, then the project must find a way to develop the new system using the hardware already in place. This could mean juggling servers to fit specific development environment needs while ensuring that the production environment stays up.

- a) All programs fully operational by Jun 1st, 2016.
- b) Finding appropriate resources at the Village level to contribute towards the project.
- c) Finding personnel for Hardware & Infrastructure maintenance

7. Risks

State the known risks. These risks are generally at a high level since not much is known about the details of the project yet. If a Benefit-Cost Analysis was performed, then risks identified during the Benefit Cost Analysis should be placed here. For example, if the project is going to span 5 years and touch multiple third party systems, then integration and technology change would be risks to consider here. For examples on how to write a risk statement, visit <http://www.pmdocuments.com/category/risk-management/>

- a) Fund-raising and local partnership at the local village would be a risk

8. Project Deliverables

Document what is going to be delivered at the completion of the project.

- a) Projector
- b) Public address system
- c) Furniture – 20 Benches
- d) Audio, Visual content through USB devices
- e) Accessories & Wiring required for connecting the equipment

- f) Usage logs & benefits achieved due to provisioning of the equipment (Monthly)

9. Project Milestones

Identify the project milestones.

Milestone Date	Milestone Name
15-Dec-2015	Submission of Project Charter
13-Feb-2016	Approval of Project Charter by AAA Board
18-Feb-2016	Prepare and Approve Project Plan
19-Feb-2016	Begin Procurement Process
23-Feb-2016	Get Quotes
28-Feb-2016	Evaluate Quotes and Award the Contract
15-Mar-2016	Receive Goods
27-Mar-2016	Install Equipment
15-Apr-2016	Provide content for Audio, Visual Aids
15-May-2016	Conduct Inaugural Function
15-May-2016	Setup maintenance team
15-May-2016	Continuous Monitoring of the reports
01-Jun-2016	Lessons learned
01-Jul-2016	Project Closure report

10. Project Manager

Shiva Ganapatiraju 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

Define the other key roles and responsibilities within the project team. For example, if the project team has functional team leads, then document them here. The table below provides a quick way to identify specific people within a role:

Name	Role	Responsibilities
Shiva Ganapatiraju	Project Manger	As listed above
Raman Kota	Project Lead	Find Local Partner Ship Help project manage in getting Quotes Help finding the Work force for the Project Provide Assistance in preparing status Report
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 Development of the application and shall take up the Sprints and Assign appropriate resources for the same.

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: [Raman Kota]

_____ Date: _____

[Veerabhadrarao Bheemineni - **Secretary**]

_____ Date: _____

[Venkata Srinivas Nidamanuri - **Treasurer**]

_____ Date: _____

[Mahesh Nallamothe - BOA]

_____ Date: _____

[Chandra Sekhar Narisetty - BOA]

_____ Date: _____

[Chandra Sekhar - BOA]

_____ Date: _____

[Chandini Kilaru - BOA]