

# *Albany Andhra Association*



## *Project Charter and Plan*

*Upper Primary School,  
Tellagundlapalle, Chittoor district.*

*Date: 02/04/2015*

*Prepared by: Raman Kota*

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## 1. Project Description:

To provide desktop computers and accessories for Upper Primary School, TellagundlaPalle, Chittoor district.

## 2. Project Purpose

Tellagondla Plalle Upper Primary School is Government run school holding classes from 1 to 7. The School has about 60 Students with 5 teachers and no access to computer education. Most of the children studying in this school are from poor families. Lack of computer education at early age in this digital era putting these children at a disadvantage position and unable to compete with other when they have grown up. Having computer literacy will create and provide more opportunities to these kids. So the need was expressed by the School administration requesting for Sponsorships for the following items:

- 3 Desktop Computers
- Tables & Chairs for computers
- A Portable UPS
- Anti Virus & Accessories
- Learning content for grades 1 to 7 delivered through USB

## 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

- a) Provide desktop computers to the children at early stage of education
- b) Provide subject matter and other audio visual educational aids for 1 to 7 classes.
- c) Provide lesson plans, audio & visual aids for preparation to higher studies and for any counselling.

## 5. Assumptions

- a) The major funding source for this project is to be provided by Jyothi Naidu Yellanki, Satheesh Bhasyam & Balaaji Nagubadi
- b) AAA would be augmenting the funds required by the project, there will be local participation from the village. Subramanyam Bhashyam is identified as the local contact person to manage the project.
- c) AAA will be providing content for Audio/Visual programs through variety of sources.
- d) AAA will provide initial maintenance, guidance and procedures for future maintenance. Will develop road-map for future sustenance.

## 6. Constraints

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

## 7. Risks

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

## 8. Project Deliverables

- a) 3 Desktop computers
- b) Tables & Chairs for these computers
- c) Portable UPS
- d) Antivirus & Accessories
- e) Learning content for classes 1 to 7 delivered through USB
- f) Usage logs & benefits achieved due to provisioning of the equipment (Monthly)

## 9. Project Milestones

Identify the project milestones.

| <b>Milestone Date</b> | <b>Milestone Name</b>                    |
|-----------------------|--|
| 31-Dec-2015           | Submission of Project Charter            |
| 13-Feb-2016           | Approval of Project Charter by AAA Board |
| 13-Feb-2016           | Begin Procurement Process                |
| 23-Feb-2016           | Get Quotes                               |
| 28-Feb-2016           | Evaluate Quotes                          |
| 28-Feb-2016           | Award the Contract                       |
| 15-Mar-2016           | Receive Goods                            |
| 27-Mar-2016           | Install Equipment                        |
| 15-Apr-2016           | Provide content for Audio, Visual Aids   |
| 15-May2016            | Conduct Inaugural Function               |
| 15-May2016            | Setup maintenance team                   |
| 15-May2016            | Continuous Monitoring of the reports     |
| 01-Jun-2016           | Lessons learned                          |
| 01-Jun-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   |
| Jyothi Naidu        | Project Lead                | Find Local Partner Ship<br>Help finding the Work force for the Project<br>Provide Assistance in preparing status Report   |
| Chandu Narisetty    | Project Member              | Help project manage in getting Quotes   |
| Mahesh Nallamothu   | Project Member              | Help execution and managing the project.  |
| AAA Board           | Project Oversight Committee | Ensure proper Process is followed in Selection of Vendors and cost<br>Ensure work is completed as per stated in the documents<br>Ensure Project goals are attained<br>Ensure Project Status Reports are Submitted |
| BV Rao              | Secretary                   | Validate all the quotes for the project<br>Ensure funding stream for the Project<br>Documentation as per requirements   |
| Srinivas Nidamanuri | Treasurer                   | Ensure the Quotes are valid<br>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: [Jyothi Naidu]

\_\_\_\_\_ 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]