Project Selection

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### TITLE:DEVELOPMENT OF PROOFHQ PROJECT APPROVAL SOFTWARE FROM VERSION 2 TO VERSION 3

**1. INTRODUCTION**

**1.1 PURPOSE OF THE PROOFHQ PROJECT CHARTER**

The ProofHQ lite will be concerned with the tracking and documenting the necessary information that will be needed to approve different projects for funding eligibility.

The intended target or the audience will be the senior leadership in approval of projects or rather different project sponsors

**2. OVERVIEW OF THE PRODUCT**

The product which has been proposed will offer an anthology of research projects that ProofHQ provides in different countries around the globe .With a project catalogue which will be searched by technical areas, by country and by other variables, will enable the staff in different countries to distribute information more effectively and more efficiently. For example, staff will be able to know which projects have been done in every country and hence avoid funding of projects that have been funded elsewhere. With increased abilities of the staff in participation, it will be very easy to identify some areas where some types of projects are missing .The duration of the project will depend on the gathered requirements and the budget estimate.

**3. ALTERNATIVES**

Prior to the launch of the project there will be a review of different alternatives and ProofHQ will verify if they qualify for usage.

Project.net: This is the system that is currently being used but does not meet the criteria of searchable requirements to approve the success of a project a limitation which needs this proposed version

MS Project: this is software used to track and schedule the project costs but still does not have the global search capabilities

STDPTS:this is used a framework template built does not meet the criteria entry of the data make the project succeeds and therefore could not be used

4**. SCOPE**

**4.1 OBJECTIVES**

* Be able to capture project data such as such as title, number of the protocol,classification,country, contacts, description, technicality, starting date, ending date and other related documentation
* It should able to track the status of the project
* It should be able to associate the project with the required costs
* Requirement of the product for approval

|  |  |
| --- | --- |
| Requirement | Description of the requirement |
| 1 | Ability of entering the business defined information |
| 2 | Be able to track the status of the project |
| 3 | Be able to provide reports concerning the project |
| 4 | Allow abilities to search as per by the technical area and country |

**5. ASSUMPTIONS AND CONSTRAINTS**

* Staff will be dedicated within their current roles
* There will not be modification of project scope
* The project will be completed with the designated time

**6. MILESTONES AND DELIVERABLES**

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| --- | --- |
| Main deliverable | Description of the deliverable |
| Charter of the project | Identification of the needs of the project, costs ,period of time and approval to start the project |
| Plan for the management of the project | Providing the stakeholders with risks, issues and any other information related to the project |
| Schedule of the project | Providing the team of the project and the stakeholders with tasks requiring completion and timeframes regarding the specific tasks |
| Review requirements | Walkthrough that has been done by analysts to achieve approvals to the requirements of the project |

**7. RISKS**

* Disengagement of the executives from the project
* Conflicts of the above stakeholders over changes in the process of implementing the project
* Low process inputs
* Inaccurate expectation of the funders
* Shortfall of resources

**8. LIST OF STAKEHOLDERS**

* Members of the project team
* Testers of the project
* Project leader
* Sample user group
* Project customers

**9. BUDGET**

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| --- | --- |
| Description | Cost |
| Computer | $700 |
| Stationery | $40 |
| Consultancy | $800 |
| Rental working space | $100 |
| Research | $800 |
| Miscellaneous | $100 |

**10. TEAM OPERATING PRINCIPLES**

* Respecting the views of others
* Honesty and openness
* Building on individual diversity and skills
* Supporting each other

**11. LESSONS LEARNED**

* Communication of the stake holders is essential to help in the control of the project
* Stakeholders of the projects should support and collaborate to ensure a controlled project development
* Motivation is needed to enhance better collaboration and awareness of the responsibilities of each other