



**Seminar paper** – Project... (enter the name of the project)

Subject – Project Management

**Name, middle name and surname:**

**Student Identification Number:**

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## Project Charter

### 1. Project definition

#### 1.1. Project name

#### 1.2. Default conditions

- They clarify the given problem that needs to be solved, the current situation / state that needs to be solved is defined and described

#### 1.3. Project goals

- Primary goal of the project - the main goal of the project, the SMART criterion
- Secondary objective (s) of the project - sub-objectives of the project, SMART criterion

#### 1.4. Output, result, benefits of the project

- Project output - this is the final "product" of the project (the solution, it can be, for example, a new product, a new service, etc.)
- Result - the result of the change resulting from the outputs
- Benefits - measurable improvement resulting from results

#### 1.5. Organizational structure of the project

##### 1.5.1. Create a diagram of the organizational structure of the project

- Project sponsor:
- Main users of the project:
- Main suppliers:
- Project supervision for suppliers / users / company:
- Project support:
- Project manager:
- Team manager (s):
- Stakeholders of the project:

##### 1.5.2. RACI matrix

#### 1.6. Logical Framework

### 2. Project structure (Business Case)

2.1. Managerial Summary - Highlights key points that should include important benefits and return on investment

2.2. Reasons for the project - explains the reasons for the implementation of the project, and how the project can achieve business strategies and goals

2.3. Variants (solution options) - listing options such as doing nothing / doing a minimum / doing something. State the rationale and implications of each option.

2.3.1. Do nothing - the current situation

2.3.2. Doing a minimum - minimal change

2.3.3. Do something - a fundamental change that will be addressed by the project

2.4. Expected disadvantages - characteristics / results that one or more stakeholders perceive as negative. These are not risks, but negative characteristics associated with the option / variant.

2.5. Project schedule

- 2.5.1. Start, end, project phases, milestones, etc. Use MS Project to create a Gantt chart for time planning.
- 2.5.2. Creation of Work Breakdown Structure (WBS) - also in MS Project gradually with the creation of a Gantt chart.
- 2.6. Project costs - overview of project costs (start-up costs, operation, reserves, changes and risks)
  - 2.6.1. Project budget - suitable tabular form, e.g. according to individual stages of the project or according to direct / indirect costs, etc.
  - 2.6.2. Tolerance budget (reserves)
  - 2.6.3. Change budget (for possible changes during project management)
  - 2.6.4. Risk budget
- 2.7. Return on investment - comparison of overall benefits and disadvantages with project costs. The investment assessment should show how the project will be financed.

### **3. Description of the project product (final project output)**

- 3.1. Project product name: (this is, for example, the final product, service, innovation, etc.)
- 3.2. The purpose of this project product - the purpose that the project product as a whole is to achieve and who will use it.
- 3.3. Composition - a list of the main products or groups of products to be delivered by the project (e.g. for a car - tires, equipment, model line, etc.)
- 3.4. Derivation - are there starting materials from which this product is derived? E.g. there are products that will be modified by the project, etc.
- 3.5. Customer expectations for quality - a description of the expected quality of the project product from the user's point of view, including determination of the standard (specific characteristics of product quality, meeting e.g. testing, functionality, time of use, etc.)
- 3.6. Acceptance criteria - a prioritized list of measurable criteria to be met in order for the final product of the project to be accepted / accepted.
- 3.7. Quality tolerances - any tolerances that can be applied to the acceptance criteria
- 3.8. Responsibility for acceptance - who is responsible for acceptance

### **4. Main risks of the project**

- 4.1. Risk analysis - RIPRAN method

### **5. Conclusion** - evaluation and summary of the main findings of the project

- 5.1. Whether the project is desirable - costs vs. benefits vs. risks
- 5.2. Whether the project is viable - the project can deliver outputs, results (products)
- 5.3. Whether the project is achievable - the product (s) of the project will provide benefits (value)

#### **Note:**

Scope of the seminar paper: according to the needs and scope of the project (the number of pages is not fixed), each project is individual - the reality of the project is assessed, the proposal of how to solve problems (innovation in approaches), the impact on the project three imperatives.