



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

Subject – Project Management

Name, middle name and surname:

Student Identification Number:

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CONTENT

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
- Variants (solution options) - listing options such as doing nothing / doing a minimum / doing something. State the rationale and implications of each option:
 - Do nothing - the current situation
 - Doing a minimum - minimal change
 - Do something - a fundamental change that will be addressed by the project

1.3. Project goal

- Primary goal of the project - the main goal of the project, the 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. Logical Framework

- Use a LFM template and enter the complete table into the project

1.6 Organizational structure of the project

1.6.1. Identify people on each position (only applicable position to your project):

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

1.6.2. RACI matrix

- Use a RACI matrix template and enter the complete table into the project

2. Description of the project product (final project output)

2.1 Project product name: (this is, for example, the final product, service, innovation, etc.)

2.2 The purpose of this project product - the purpose that the project product as a whole is to achieve and who will use it.

- 2.3 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.)
- 2.4 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.)
- 2.5 Acceptance criteria (use a template and insert into the project) - a prioritized list of measurable criteria to be met in order for the final product of the project to be accepted / accepted.
- 2.6 Quality tolerances (use a template and insert into the project) - any tolerances that can be applied to the acceptance criteria
- 2.7 Responsibility for acceptance (use a template and insert into the project) - who is responsible for acceptance

3. Project structure (Business Case)

3.1 Project schedule

- 3.1.1. Start, end, project phases, milestones, etc. Use MS Project to create a Gantt chart for time planning.
- 3.1.2. Creation of Work Breakdown Structure (WBS) - also in MS Project gradually with the creation of a Gantt chart.

3.2. Project costs - overview of project costs (start-up costs, operation, reserves, changes and risks)

- 3.2.1. Project budget - suitable tabular form, e.g. according to individual stages of the project or according to direct / indirect costs, etc.
- 3.2.2 Reserves – create budget for unexpected expenses (use a template and insert into your project)
- 3.2.3. Risk budget (this budget will be added after you complete 4.1 Risk analysis, use a template and insert into the project)

3.3. Return on investment - comparison of overall benefits and disadvantages with project costs. The investment assessment should show how the project will be financed.

4. Main risks of the project

- 4.1. Risk analysis - RIPRAN method (use a template and insert into the project)

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.