Project Charter Template

Name	
Job Role/Title	IT Project Manager
Workplace/Organisation	Bounce Fitness
State/Territory	

Project Title *Provide the name of the project. The title should be descriptive and concise, clearly indicating the project's purpose and scope.*	"BounceFit Tracker"
Project Purpose *Explain the reason for undertaking the project, what the project aims to achieve, and the problem it intends to solve. Include how this project aligns with organisational goals or strategic objectives.* *[Approximate word count: 80 – 100 words]*	The purpose of the "BounceFit Tracker" project is to develop a mobile application that enhances the fitness experience for Bounce Fitness members by providing a seamless, interactive platform for managing fitness activities. The app will enable members to track their fitness progress, schedule classes, and communicate directly with personal trainers, contributing to enhanced member satisfaction and engagement. This project supports Bounce Fitness's strategic initiative to integrate advanced digital solutions into its service offerings, aiming to improve operational efficiency and member retention.
Project Objectives	

List the specific objectives for the project. Objectives should be Specific, Measurable, Achievable, Relevant, and Time-bound [SMART].	**Assessor Instructions:** Students must list all three [3] objectives below: 1. **Enhance User Experience:** To develop a user-friendly mobile app that allows members to manage their fitness schedules, track their workouts, and communicate with trainers directly. 2. **Optimise Operational Efficiency:** To reduce administrative tasks at the front desk by 40% by automating class bookings and member queries through the app. 3. **Increase Member Engagement:** To achieve a member adoption rate of at least 75% within the first six months after launch.
Scope *Define the boundaries of the project, including what will and will not be included. Detail the deliverables expected to be produced by the project.* *[Approximate word count: 50 – 60 words]*	**Assessor Instructions:** Students must include both inclusions and exclusions: • **Inclusions:** Designing the user interface, integrating with existing membership systems, developing features for fitness tracking, class scheduling, and direct communication with personal trainers. • **Exclusions:** The project will not cover the development of associated hardware or the overhaul of existing legacy systems. Subsequent updates are considered outside the initial project scope.

Stakeholders
Identify all project stakeholders, listing their roles within the project. This includes the project team, sponsor, and any other parties affected by the project. *Access the ICTPMG411_02_Bounce Fitness's IT Stakeholders.* **Assessor Instructions:** Students may identify different stakeholders, but Emma Johnson has to be identified as a stakeholder as she is the project sponsor, as well as Michael Rodriguez [IT Manager]. Examples may include:

Name	Role	Contact Information	Involvement in IT

Applicable Organisational Policies and procedures

Identify four (4) applicable organisational policies and procedures, list and explain their applicability.

Access the link: Bounce Fitness Home - Bounce Fitness (precisionrtoresources.com.au)

Applicable Policy/Procedure/Process	Applicability
[Provide the Title of the **Policy/Procedure/Process** *or the link]*	[Approximate word count: 20 – 60 words]

Network, Data and Device Security Policy and Procedures.docx [sharepoint.com]	• **Applicability:** The purpose if this document is to establish a framework that mitigates risks, protects sensitive information and ensures the continued operation of Bounce Fitness. By adhering to these policies, the organisation aims to maintain the trust of customers, employees and partners in the secure handling of their information.
Installing Software Applications Policies and Procedures.docx [sharepoint.com]	• **Applicability:** This document serves as a comprehensive guide for IT staff at Bounce Fitness, outlining the policies and procedures for installing software applications. It ensures that software installations are conducted efficiently, securely and in accordance with Bounce Fitness requirements.
ICT Risk Management Policies and Procedures.docx [sharepoint.com]	• **Applicability:** The purpose of this document is to outline the principles, guidelines and protocols that govern the identification, assessment, treatment and monitoring of ICT-related risks within Bounce Fitness.
Data and Document Storage and Security Procedures and Protocols-v3.0.docx [sharepoint.com]	• **Applicability:** The purpose of this document is to articulate and communicate the extensive guidelines, procedures and measures governing the secure storage and protection of data and documents at Bounce Fitness. These policies and procedures are designed to ensure physical and digital assets, systems and data of the organisation from unauthorised access, breaches and threats.

Approved by: *[Insert the name of the sponsor]*	Emma Johnson
Signature:	
Date:	