Charter writing exercise – WiCi event 3/6/17

Introduction

Recently during a staff meeting, co-workers complained about the group's shared network drive. It seems that the frustration level is very high due to the following common complaints:

- It is difficult to find files because of the lack of a consistent naming convention for files, and the lack of organization of files into subfolders
- The large number of folders and files in the shared drive makes searching slower
- There are a large number of outdated files

You and others have also observed that sometimes the system will not allow saving a certain file. Very small files, like Word files, do seem to save just fine, but larger files will result in an error message: "Unable to save file: Low disk space on drive S:"

With your recent interest in continuous improvement and your membership in the newly developed WiCi community of practice, your manager put you in charge to start drafting a project charter to improve this situation.

At your table, begin drafting the following sections of your charter.
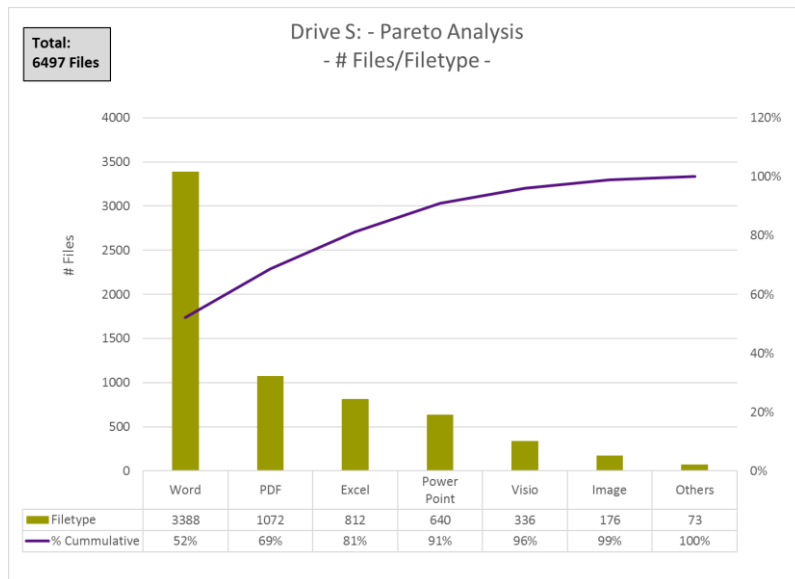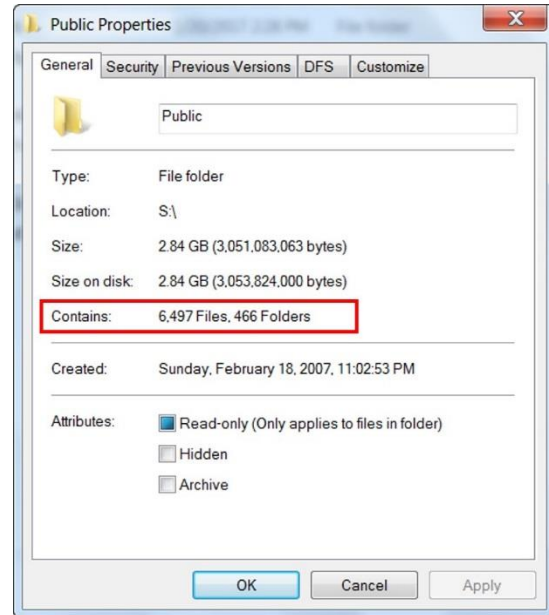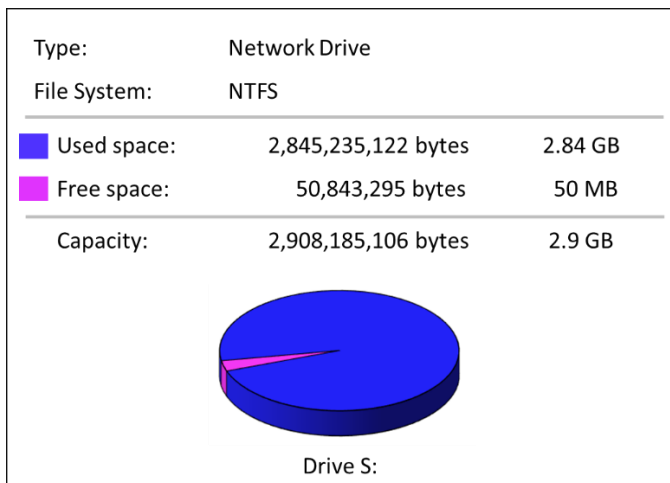
- o **Project title**
- o **Project sponsor**
- o **Process owner**
- o **Background**
- o **Problem statement**

Charter writing exercise – WiCi event 3/6/17

Baseline Data

After drafting the first sections of your project charter, you have done some preliminary analysis to get a better overview of what is going on. You found the following information:

- 60% of the documents are from 2013 or older.
- Average file size is 5MB.

Type: Network Drive
File System: NTFS

Used space: 2,845,235,122 bytes 2.84 GB
Free space: 50,843,295 bytes 50 MB
Capacity: 2,908,185,106 bytes 2.9 GB

Drive S:

Public Properties

General | Security | Previous Versions | DFS | Customize

Public

Type: File folder
Location: S:\
Size: 2.84 GB (3,051,083,063 bytes)
Size on disk: 2.84 GB (3,053,824,000 bytes)
Contains: 6,497 Files, 466 Folders
Created: Sunday, February 18, 2007, 11:02:53 PM

Attributes: Read-only (Only applies to files in folder)
Hidden
Archive

OK Cancel Apply

Total: 6497 Files

Drive S: - Pareto Analysis
- # Files/Filetype -

Filetype	Grand Total	% Total	% Cummulative
Word	3388	52%	52%
PDF	1072	16%	69%
Excel	812	12%	81%
Power Point	640	10%	91%
Visio	336	5%	96%
Image	176	3%	99%
Others	73	1%	100%
Total	**6497**	**100%**	

Charter writing exercise – WiCi event 3/6/17

At your table:

1. Review your background, problem statement, and title. Do you see a need to change one or more sections based on this new information? *(please use a green marker if you make changes)*
2. Draft a **SMART goal** (Specific, Measurable, Achievable, Relevant, Time bound) for your project.
3. Who would be your main **stakeholders**, **team members**, **subject matter experts** (SMEs)?
4. Make assumptions and begin defining the **project scope**.
   a. What questions would you ask your sponsor to determine the scope of your project?

Charter writing exercise – WiCi event 3/6/17

Sponsor Meeting

Your manager reviews the draft of your project charter and is satisfied with the content.

She indicates that she has experienced the same problems. She also says that on top of not finding a file, she often finds multiple versions and duplicate versions in various locations. It is hard to identify which is the most recent version. She asks you to address this in your project as well.

At your table, please review your current project charter draft. Does this information change anything about your project *(adjust accordingly with a red marker for any changes)?*