



# **Project Initiation Document (PID).**

Project Name: Website Update ( Payment Integration)

Project ID/ No: PI/980611

Project Manager: Ese Elakama

Date: 14/11/2022

Version: v1.0



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## 1. Project Background / Introduction

Action Aid is an international charity organisation that works with women and children living in poverty. Their mission is designed to achieve social justice, gender equality, and poverty eradication by working with people living in poverty and exclusion, their communities, and people's organisations. Activists, social movements, and supporters.

With over 40 years of experience in international development, the charity has a long history of building effective partnerships with local organisations and in running programs in the most responsible and financially secure way.

Action Aid is committed to being transparent and accountable to the local communities as well as the partner organization, local governments, and other supporters.

Being transparent with payments received online and the security of the details of any supporter making payments are both the key focus for delivering this project.

## 2. Project Benefits

Upon the delivery of these updates to the digital platform, the business proposes:

- to have an updated payment gateway into the website
- to have a secure platform where supporters can feel safe making payments
- reduce the rate of payment drop-off by 22%

## 3. Project Scope

The project aims to update the digital platforms (website and Mobile App) of the charity by:

- Integrating a payment gateway

## 4. Constraints and Assumptions

### a. Project Constraints

The following are the constraints to delivering the Online Payment Integration portal project:

- A short project delivery date of 12 weeks to deliver an updated digital platform for the website and mobile App.
- The unavailability of stakeholders when needed.



### **b. Project Assumptions**

The following are the assumptions to update the charity project

- Updating the digital platform will not disrupt Business As Usual (BAU).
- Update to the digital platform will have no impact to users on the website.

## **5. Project Plan**

Detailed schedule and project plan will be available in the Project Plan document.

## **6. Project Methodology**

The project methodology to be used in delivering the Online Payment Integration portal project will be Waterfall & Agile Methodologies, respectively.

## **7. Critical Success Factors**

The CSF for the Online Payment Integration portal project are:

- To ensure the Online Digital Improvement has an updated platform before the close of business before the end of the year.
- All changes are to be visible on all devices (Laptop, Desktop & Mobile).

## **8. Risks – analysis, prevention, management, and monitoring**

See RAID LOG document

## **9. Reporting**

The Business Analyst (BA) will escalate any unresolved issue(s) to the Project Manager (PM).

## **10. Project sponsor**

Julia Keen is the Project Sponsor.



## 11. Stakeholder List

Name	Role	Approval/ Review/ Information
Julia Keen	Project sponsor	Information
Harry Harley	Head Sales	Review/ Approval
Nasir Bakar	Head of Finance	Review/ Approval

## 12. Glossary of terms

Term	Definition
BRD	Business Requirement Document
PM	Project Manager
PML	Platinum M3dia London Ltd

## 13. Version Control

Version	Reason for change	Date
V 0.1	Creation of PID by Ese Elakama	10/11/2022
V 0.2	Review of PID by Project Sponsor	11/11/2022
V 1.0	Approval received from project sponsor	14/11/2022