**PMAspire Diamond Assignment - I**

**Program Definition**

This document is description of the program, its origin, and objectives.

***\*\* Note:***

Please select you currently running Program for this assignment. It is recommended to take valid inputs from your stakeholders to complete this information. Please feel free to modify the document as appropriate.

|  |  |
| --- | --- |
| **Date of Document Creation** |  |
| **Program Manager Name** |  |
| **Version No.** |  |
| **Owned By** |  |
| **Change Owners** |  |

|  |  |
| --- | --- |
| **Program Name:** |  |

**About Program Manager**

|  |  |
| --- | --- |
| **No. of Years with Birlasoft** |  |
| **Total Experience as a Program Manager** |  |
| **Total Experience as a Project Manager** |  |
| **Formal Certification(s) (If any)** |  |
| **Any other Programs / Projects / Support activities on which you are currently working** |  |

**Functions Involved**

**List the Birla soft functions involved in the Program.**

|  |  |  |  |
| --- | --- | --- | --- |
| **VBU** |  | **VBU Sales Head** |  |
| **VBU Delivery Head** |  | **<Any additional Stakeholder from VBU>** |  |
| **HBU** |  | **HBU Head** |  |
| **MSD/Sub-Vertical Delivery Head** |  |  |  |
| **<Any Additional Functions>** |  |  |  |
|  |  |  |  |

**About Customer**

Information regarding your customer

|  |  |
| --- | --- |
| **Customer Name** |  |
| **HQ Location** |  |
| **Customer’s Business domain** |  |
| **Reasons for undertaking the Program by the customer?** |  |
| **Market Presence** |  |
| **Key Focus Areas to be improved/transformed in the Program** |  |
| **Approx. Number of Users / Divisions** |  |
| **Geographics of the Program**  **(i.e., Where the program is being implemented)** |  |

**Birlasoft Program Team**

|  |  |  |
| --- | --- | --- |
| **Role in Program** | **Name** | **Organization Designation** |
| < BRM/Client Partner > |  |  |
| < Delivery MSD Head > |  |  |
| <Vertical Delivery Manager (Onsite)> |  |  |
| < Vertical Delivery Manager (offshore)> |  |  |
| < Delivery Manager (s)> |  |  |
| < Pre-sales architect > |  |  |
| < Regional Account Managers > |  |  |
| <Other> |  |  |
|  |  |  |
|  |  |  |

**Customer’s Program Team**

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| --- | --- | --- |
| **Role in Program** | **Name** | **Organization Designation** |
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**Program Description**

**Executive Summary**

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**Objectives for the program**

(Should be tangible, verifiable and measurable)

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| **Customers’ Objectives:**  (What Customer is trying to achieve (Apart from revenue) by doing this program?)  **Birlasoft Objectives**  (What Birlasoft is trying to achieve (Apart from revenue) by doing this program?) |

**Areas of Impact**

As a result of this Program what is going to change in customer’s organization as well as Birlasoft

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| --- |
| **Customer Side** |
| e.g., Improvement in services (should be measurable), Tech upgrade etc. |
| **Birlasoft Side** |
| e.g., Step in the door with new customer, Achieving domain expertise etc. |

**Vision Statement**

The purpose of the Vision Statement is to define clearly and concisely the desired future state of the organization to focus program activities on the vision. It is created Pre-Program, refined, and Baselined along with Program Plan. It is reviewed and updated at key decision points e.g. During Tranche review.

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**Program Parameters to be controlled**

Estimated costs, timescales and effort required to set up, manage and run the program from initiation through to delivery and realization of the benefits.

|  |  |
| --- | --- |
| Estimated Costs |  |
| High Level Schedule |  |
| High Level Risks |  |
| Assumptions |  |
| Constraints |  |
| <Add any other info needed> |  |

**Program Tranches**

Tranche is a program management term describing a group of projects structured around distinct step changes in capability and benefit delivery.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tranche No.** | **Tranche Name** | **Desired Capabilities** | **Start Date** | **End Date** |
|  |  |  |  |  |
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|  |  |  |  |  |

**List of Projects**

An initial listing of the candidate projects or activities required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Tranche Name** | **Project** | **Outcome** |
| 1 |  |  |  |
| 2 |  |  |  |

**High Level Program Plan**

<Can be a separate document attached>

**Quality checklist for Vision Statement:**

* Is the vision in line with Business Strategy?
* Is the Vision Statement articulated well enough to be able to know when it has been achieved?
* Is the vision achievable?
* Is the Vision Statement clear enough to be used to validate decisions, plans activities and communications carried out during the program?
* Is the Vision Statement understandable by all stakeholders?

------------------------------------------------------ End of Document ---------------------------------------------------