**Volunteer Time Tracking web Application**

**Project Charter**

**02/19/2018**



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### Project Name

* Volunteer Time Tracking Web Application

### Project Summary

Rotary Botanical Gardens is a local non-profit organization that relies on donations and volunteers. Volunteer jobs involve gardening work, office work and construction projects. The current time tracking system requires volunteers to write timing on a piece of paper. This project is going to serve as a time tracking system to avoid loss of data and duplication. It is also going to save time by avoiding entering hand written data into excel spreadsheets.

This project is going to track volunteer to determine what amount volunteers must pay for the volunteer dinners (twice a year, May and October). Any volunteers with over 36 hours get in free. Everyone else is invited but has to pay $12 to get in.

This project will allow volunteers to log their time through a website. It will allow them to log in from any internet-enabled device, and enter the date, length of time (rounded to nearest quarter- 15 minute increments) and add activity type. The activity type includes gardening, education, special events, clerical, tour guide/docent and any other related events. It will also allow volunteers to keep track of their total hours and have the ability to view/edit pervious hours.

Other than volunteers, this project will also have Administrative users. These users would be able to generate annual report consisting the list of volunteers and the total number of hours they worked. In addition, administrative users will also be able to set up new volunteers and add/edit/view all volunteer data. Also, produce the total number of volunteer hours for a specific date range.

Our project leader/manager is Amy Burns. Other group members include: Adam Deininger, Alexander Krueger, Gage Miller, Ethan Holz, Harshal Gadhiya, James Schuler, Luis Cerros and Megan Hering. Roles and responsibilities for this project are mentioned within this document under section V. The main stakeholder is Mark Dwyer, director of Horticulture at RBG.

* The name of the project is Volunteer Time Tracking Web Application and must be completed by 14th May, 2018.

### Project Scope

Rotary Botanical Gardens is a local non-profit organization that relies on donations and volunteers. Volunteer jobs involve gardening work, office work and construction projects. The current time tracking system requires volunteers to write timing on a piece of paper. This project is going to serve as a time tracking system to avoid loss of data and duplication. It is also going to save time by avoiding entering hand written data into excel spreadsheets. It is going to be a great tool for volunteers and admins to generate reports. The application will be compatible with both laptop/PC and phone.

### Project Objectives

The main objective of this project is to provide a better and more efficient time tracking system for volunteers at the Rotary Botanical Gardens. The application is going to not only save time but also prevent the loss of data and duplication. Administrators will also be able to track total volunteer hours and generate annual reports. This application will be available on the internet, making it easy for volunteers to enter data anytime and anywhere.

### Roles and Responsibilities

Project leader/Manager (Amy Burns)

* Review and approve application design.
* Review and approve testing results.
* Oversee entire process.
* James Schuler and Megan Hering are our Agile/Scrum experts.
* James Schuler and Harshal Gadhiya are our UML experts.
* Harshal Gadhiya and Alexander Krueger are our Java authentication experts.
* Luis Cerros, Gage Miller and Megan Hering are our Java-Database connectivity experts.
* Adam Deininger, Gage Miller and Ethan Holz are our User Interface (Form design and layout) experts.
* Luis Cerros and Ethan Holz are our MySQL experts.
* Adam Deininger and Alexander Krueger are our Eclipse web server experts.

All the subject matter experts will also work in other areas.

Stakeholder

Mark Dwyer, director of Horticulture at RBG.

### High Level Deliverables

The analysis for this project has already been completed. The following deliverables will be completed throughout the design and implementation phases.

* Status Reports
* Change Management Plan – what is the process for incorporating changes to the project work once the project work has started?
* Use Cases/user stories
* System Test
* Project Documentation
* Support Documentation
* User Acceptance Test

### Assumptions

* Java as the programming language
* MySQL for database structure.

### Constraints

* 14th May, 2018. END OF SEMESTER DATE.

### Change Control Management History

|  |  |  |  |
| --- | --- | --- | --- |
| **Modification** | **Requested By** | **Date** | **Updated By** |
|  |  |  |  |

### Signatures

Agency Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Process Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Parking Lot