# **PROJECT CHARTER**

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| 1. General Project Information | | | | | | | | |
| Project Name: | | | **Thompson Project** | | | | | |
| Executive Sponsors: | | | **Professor J. David Chrisman** | | | | | |
| Impact of project: | | | The project will impact the Thompson Project by allowing for more effective use of time management as well as the ability to keep track of records for all volunteers, employees, and clients through all interactions. This will allow for the reduction of costs and the ability to request grants and seek other funds more effectively. | | | | | |
| 2. Project Team | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| Team Members: |  | | |  | |  |  | |
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| 3. Stakeholders | | | | | | | | |
| **1.) The University of Louisville Business Department – The project will show employers and others the skills of their programs and students and** **affect future income from donors and university funds.** | | | | | | | | |
| **2.) Armond Thompson – The lead of the Thompson Project and the client of the system that we are attempting to create for use in his non-profit organization.** | | | | | | | | |
| **3.) Youth at the detention centers – The youth will be the ones to directly benefit from the ability of the Thompson Project to be more efficient utilizing the system that we are designing, creating, and implementing.** | | | | | | | | |
| **4.) Detention Center Employees – Detention Center employees will benefit from efficiency and efficacy of the Thompson Project by rehabilitating the youth.** | | | | | | | | |
| **5.) Volunteers / Employees of the Thomspon Project – Employees will directly benefit from the system we are designing, creating, and implementing with efficiency efficacy in their duties via the system and coordination.** | | | | | | | | |
| 4. Project Scope Statement | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| The development of the werbiste for the Thomspon Project will assist in the reduction of costs for the non-prfit organization in a number of ways: streamlining the volunteer acquisition process, assist in the administration of volunteer services to the clients, making more effective use of voumnteer and management's time, maintaining precise records of time and funds in order to justify the award of grants, maintaining effective records for requesting funds from donors, as well as other functions that will make the Thompson Project more efficient overall. This will come at a small price for the organization to maintain their web hosting services but allow for a much greater ability for the Thompson Project to acquire more funds and make an impact on the community in which they wish to serve. | | | | | | | | | |
| **Objectives (in business terms)** | | | | | | | | | |
| **1.) Increase the the number of volunteers that can effectively be managed via the system to XXXX.**  **2.) Increase the ability of the Thompson Project management to track the hours that volunteers committ for the purpose of grants and justification of funds.**  **3.) Increase the ability of the Thompson Project to petition varous donors via phone, email, and other means for funds effectively through the website.**  **4.) Reduce the cost and time consumption of various activities associated with the Thompson Project’s purpose vie efficiency of the website and system.** | | | | | | | | | |
| **Deliverables** | | | | | | | | | |
| **1.) Improved and automated the volunteer application process.**  **2.) Improved the ability of the Thompson Project to track the hours worked by various volunteers through the automated system.**  **3.) Increased the ability of the Thompson Project to petition donors via phone, text, email, for funds.**  **4.) Reduced the costs of the Thompson Project’s various activities by automating most of the processes.** | | | | | | | | | |
| **Scope** | | | | | | | | | |
| **This Project is aimed at designing, creating, and implementing a website and system for the Thompson Project that will automate most of the systems and address the issues of the client’s needs.**  **Scope Statement**  **The development team will produce all required documention associated with the creation of the website and the system associated with the Thompson Project (Statement of Work, Project Charter, Project Management Plan, etc) and all other documention for the client.**  ***The Thompson Project Website will address the requirements of the client in the following ways:***  **1.) The development team will deliver the required support for implentation of the Thompson Project website hosted on the web.**  **2.) The development team will address the bugs discovered in the website during the implementation of the current version of the website and issues explicitly requested to be fixed by the client will be addressed.**  **3.) Issues during development will not be included in the scope.**  **4.) The development team will produce a timeline, milestones, and effective dates of demos and final implemention of the final wegbiste product.**  **5.) The website will be created using the current agreement of the system requirements with the client.**  **6.) Any request for changes made during the development phase of the website by the client will delay the implementation of the system and must be addressed through the Executive, Professor J. David Chrisman.**  **7.) Reporting requirement for the Thompson Project in accordance with governement law and taxes will be easier to accom0plish with the website but the Thompson Project will be responsible for the requirements and any costs associated.** | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| **22 August 2022 (Start Date) – Begin the Inception Phase of the Project. The required documention will be decided upon and the requirements for the project will be delivered to the develoment team.**  **12 September 2022 – Begin the Planning Phase of the Project. The required documention for the way the system will be constructed will be completed and the basic structure and design of the system will be completed and agreed upon during this period.**  **26 September 2022 – Begin the Construction Phase of the Project. Work will begin on the first Demo of the website**  **24 October 2022 – First Demo Presentations will be presented to the client for feedback.**  **31 October 2022 - Begin work on second demo after receiving feedback from the client.**  **14 Novemeber 2022 – Second Demo Presentations will be presented to the client for feedback.**  **21 November 2022 – Begin work on the** **definitive version of the website.**  **05 Decemeber 2022 – Begin the Delivery Phase of the Project. Final presention of the website to the client with all associated documention.** | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail**.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Security | High | | Privacy | High | | Financial | High | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| 1.) Cost – cost of the website hosting service and the funds required to engage the development team.  2.) Technology – Software and hardware that may be required to complete the project may limit the development.  3.) Communication – the development team consistes of college students that have significantly different schedules and may make communication difficult to achieve effectiely.  4.) Scope Creep – Project may be negatively impacted by more requirements being placed on the development team at later stages.  5.) Skills – Project may be negatively impacted by lack of skill of majority of team in coding for website. Only two are effective in coding but others can assist in other areas.  6.) External Hazards – Simple weather changes and other crisis outside of our control can impact the development team. | | | | | | | | | |
| **External Dependencies** | | | | | | | | | |
| 1.) External Dependency on the College – The college is the meeting point and the area where the development team must submit all work for feedback and understanding the way in which the project is completed.  2.) External Dependency on IT (Information Technologies) Infratstructure – The development team depends on working connections through the internet and other free applications such as Zoom. | | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| The Oxygen Thieves team will communicate during class hours with the Project Sponsor and will email questions if needed. We will communicate weekly through teams meetings and any other meetings needed. The project will be seperated into different deliverables and will be presented twice to Armond. | | | | | | | | | |
| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | | **Professor J. David Chrisman** | | |  | | |  |
| Project Owner | | | Armond Thompson | | |  | | |  |
| 7. Notes | | | | | | | | | |
| As requirements and constraints change, this charter may be updated accordingly. | | | | | | | | | |