DVC Solutions

JBYM
Project Charter

Prepared By: DVC Solutions
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<u>Revision History</u>

Version	Date	Author(s)	Revision Notes
1.0	30.12.2015.	Anja Šolak, Miloje Seksan, Bojan Vuković	Document is created based on client's Business requirement and skype meeting

Project Overview

There is a need for crating safe and controlled environment where children can ask questions from their everyday lives in context of issues they might have and to get answers from different responders (peers, professionals, etc.). Also, in case of emergency situations it is necessary to provide a channel for safe, emergency communication with appropriate public institutions. In the same time all communication channels need to include parents as active participants but participants who do not threaten children's private and personal zone – considering that children can have free communication – but paying attention and monitoring that communication. One of solutions of this problem is creating application which would be forum organized, but which would include all different kind of tools for fine communication settings. Main purpose of this project is to provide undisturbed developing of children's identity.

Project Objectives

This project will meet the following objectives:

General objective:

Creating virtual space with appropriate number of communication channels which will provide safe and controlled communication between kids and different stakeholders with an aim to provide support for developing children's identity.

- Objective 1: Identify all stakeholders and define theirs requirements, rights and obligations

- Objective 2: Identify user story baseline together with all related features and requirements

- Objective 3: Make application design in compliance with identified requirements and standards

- Objective 4: Develop application in compliance with defined design requirements and project plan

- Objective 5: Design and configuration of hardware structure

- Objective 6: Integrate results of test phase and beta users' feedbacks into final product

- Objective 7: Application launching and administrative closing of a project

Project Scope

In Scope:

- Adjustment of initial document and project plan
- Developing application according to objectives and project plan
- Constant communication with a client in a way of fine setting and appropriate delivery of requirements
- Testing and integration of test results and others feedback into project
- Administering and documenting developer's part of a project
- Code and related documentation handover
- Selection, procurement and configuration of hardware and other infrastructure
- Giving basic training for administrator and initial support in a first month after project delivery
- Creating guidelines, manuals and other training and support materials (only pdf and word format)

Out of Scope:

- Our job does not consider any legal analyses of application influence on audience or audience rights or adjustment with any legal framework of any country in which application will be used
- Our job does not consider legal expertise and solving legal problems
- Our job does not consider social analyses
- Our job does not consider identification and engagement of any professional in a fields like psychology, sociology etc.
- Our job does not consider operational management (define by separate contract if applicable)
- Our job does not consider training of any targeted audience or stakeholder except system administrator (define by separate contract if applicable)
- Our job does not consider video tutorials and sales presentation materials

High level deliverables produced:

- Deliverable 1: Project plan

- Deliverable 2: Application design

- Deliverable 3: Design of software architecture

- Deliverable 4: Design of hardware architecture

- Deliverable 5: Procurement and configuration of hardware

- Deliverable 6: Functional App code – delivered on live servers in real environment

- Deliverable 7: Project and software documentation (including test and feedback reports)

- Deliverable 8: One month of training and support of system administrator

- Deliverable 9: Guidelines and tutorials

Stakeholder register- high level:

The impact of this project on other organizations needs to be determined to ensure that the right people and functional areas are involved and communication is directed appropriately.

Stakeholder	P	I	Strategy	Activity	Owner of activity	Note
Client (Phoebe Manalang and Jennifer Mandell)	5	5	Cooperate closely	Active communication via email and skype is needed, talk about all details and information on a project	Anja Šolak	Cooperate closely, communicate actively about all phases, questions, and share all information on time
Kids (Targeted audience)	3	5	Inform / they need to be satisfied	Inform kids about software and its purpos, how to use it etc. If it is necassery talk to them about some specific use or a terms in a software since they are targeted audinece.	Client (Phoebe Manalang and Jennifer Mandell)	Client is in communication with children, if it is needed project team will send a request to the client with a questions. Project team will not talk directly with targeted audience, client is responsible for communication with them.
Parent	5	3	Monitor/They need to be satisfied	Inform parents about software, how they can access it, why it is important, and what role they have in a software etc.	Client (Phoebe Manalang and Jennifer Mandell)	Client is in communication with them, if it is needed project team will send a request to the client with a questions. Project team will not talk directly with parents, client is responsible for communication with them.
Responder (payroll)	2	2	Monitor	Inform them about software, it's purpose, responder role, if there	Client (Phoebe Manalang	Client is in communication with them, if it is

	P	I				
				is a need in a project consult with them about some specific, sensible topic which could or will affect targeted audience	and Jennifer Mandell)	needed project team will send a request to the client with a questions. Project team will not talk directly with parents, client is responsible for communication with them.
Oversight	2	2	Monitor	Inform them about software, it's purpose, it's role	Client (Phoebe Manalang and Jennifer Mandell)	Client is in communication with them, if it is needed project team will send a request to the client with a questions. Project team will not talk directly with parents, client is responsible for communication with them.
Admin	1	1	Monitor	Inform this person/persons what is their role, what jobs they do and how	Client (Phoebe Manalang and Jennifer Mandell)	Client is responsible for communication with admin. Project team will provide one month of basic training for managing the software.
Public institutions (police office etc.)	5	1	They need to be satisfied	Provide all permits and info from these institutions, inform them and make a deal about theirs purpose in a project	Client (Phoebe Manalang and Jennifer Mandell)	Client is in communication with them, if it is needed project team will send a request to the client with a questions. Project team will not talk directly with parents, client is responsible for communication with them.

P – Power
I – Influence

Project Estimated Effort/Cost/Duration

Milestones

Milestone	Date Completed	Deliverable(s) Completed
Testing of the hardware	W2	D4
Deliverables verified	W2	D5
Sprint review meeting	W2	D2, D3, D7, D6
Sprint review meeting	W7	D2, D3, D7, D6
Sprint review meeting	W10	D2, D3, D7, D6
Sprint review meeting	W26	D2, D3, D7, D6
Deliverables verified	W3	D2, D6
Sprint review meeting	W16	D2, D3, D6, D7,
Sprint review meeting	W16	D2, D3, D7, D6
Finished final report	W28	D7
Product and documentation delivered	W31	D8
Documentation delivered	W28	D9
Kick-off meeting	W1	D1
Mid-term project status report	W2, W10, W26, W29	D7
End of the project	W32	D7

D – Deliverables
W - Week

Work breakdown structure - WBS

ID	Activity
1	**Configuration of server infrastructure**
1.1	Collecting all detailed requirements
1.2	Developing of project solution and plan of implementation (including hardware design)
1.3	Configuration of hardware and appropriate software
1.4	Testing
1.5	Integration tests results and controlling
1.6	Documenting
1.7	Closing work package
2	**Procurement and configuration of hardware infrastructure**
2.1	Collecting all detailed requirements
2.2	Developing procurement management plan
2.3	Administering procurement process
2.4	Validation of the deliverables
2.5	Verification of the deliverables
2.6	Documenting
2.7	Closing work package
3	**Projecting base**
3.1	Collecting all detailed requirements
3.2	Define architecture
3.3	Creating a base
3.4	Testing
3.5	Integration tests results and controlling
3.6	Documenting
3.7	Closing work package
4	**Creating api**
4.1	Collecting all detailed requirements
4.2	Define architecture
4.3	Api developing
4.4	Testing
4.5	Integration tests results and controlling
4.6	Documenting
4.7	Closing work package
5	**Creating service for ios and android application**
5.1	Collecting all detailed requirements
5.2	Define architecture
5.3	Developing services for ios and android
5.4	Testing
5.5	Integration tests results and controlling
5.6	Documenting
5.7	Closing work package
6	**Developing web application**
6.1	Collecting all detailed requirements
6.2	Define architecture
6.3	Developing web application

6.4	Testing
6.5	Integration tests results and controlling
6.6	Documenting
6.7	Closing work package
7	**Design of visual identity and Front End**
7.1	Collecting all detailed requirements
7.2	Define architecture
7.3	Designing visual identity
7.4	Coding all visible elements
7.5	Testing
7.6	Integration tests results and controlling
7.7	Documenting
7.8	Closing work package
8	**Developing android application**
8.1	Collecting all detailed requirements
8.2	Define architecture
8.3	Developing android application
8.4	Testing
8.5	Integration tests results and controlling
8.6	Documenting
8.7	Closing work package
9	**Developing ios application**
9.1	Collecting all detailed requirements
9.2	Define architecture
9.3	Developing ios application
9.4	Testing
9.5	Integration tests results and controlling
9.6	Documenting
9.7	Closing work package
10	**Testing**
10.1	Defining detailed requirements
10.2	Developing testing plan
10.3	Related procurements and setting up testing environment
10.4	Testing
10.5	Analysis
10.6	Defining recommendations and guidelines
10.7	Final report
11	**One month free maintenance**
11.1	Product and documentation handover
11.2	Maintenance operations
11.3	Showing administrator how to use and manage system
12	**Creating project documentation, guidelines and tutorials**
12.1	Define detailed requirements
12.2	Collecting documentation from other work packages
12.3	Analysis and selection
12.4	Integration of technical documentation
12.5	Integration of reports and learned lessons
12.6	Creating guidelines and tutorials
12.7	Testing
12.8	Closing work package

13	Directing and managing project execution (project management)
13.1	Kick-off meeting and Introduction of the project policies and procedures
13.2	Sprint planning meeting
13.3	Daily sprint meeting
13.4	Sprint review meetings
13.5	Demonstrate and Validate Sprints
13.6	Project status reports
13.7	Managing procurement and contracts
13.8	Closing project

Work Packages

Number: WP-1		
Project name: JBYM		
Work package name: Configuration of server infrastructure		

Task description: This work package contains all necessary activity for installation and configuration programs like Laravel, Apache	**Assumptions and limitations:** There is assumption that there is defined separate budget for procurement of hardware. This costs will not be part of the budget of this work package.
Milestones 1. Testing of the hardware	**Deadlines:** Week 2

ID	Activity	Resources
1.1	Collecting all detailed requirements	Project team
1.2	Developing of project solution and plan of implementation (including hardware design)	Developer and technical engineer
1.3	Configuration of hardware and appropriate software	Developer
1.4	Testing	Developer
1.5	Integration tests results and controlling	Developer
1.6	Documenting	Developer
1.7	Closing work package	Developer

WORK	Hours	Price	Total
	20	20$	400$

Quality requests Internal procedures of quality control
Acceptance criteria Criteria is client acceptance of deliverables
Technical information Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer
Agreement information Job agreement, NDA agreement

Number: WP-2	
Project name: JBYM	
Work package name: Procurement and configuration of hardware infrastructure	
Task description: This work package contains all necessary activities for defining procurement requirement, procurement management plan and for administering procurement process	**Assumptions and limitations:** After next round of consultation with client.

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Milestones		Deadlines:		
1. Deliverables verified		Week 2		
ID	Activity	Resources		
2.1	Collecting all detailed requirements	Product owner		
2.2	Developing procurement management plan	Product owner		
2.3	Administering procurement process	Product owner		
2.4	Validation of the deliverables	Product owner		
2.5	Verification of the deliverables	Product owner		
2.6	Documenting	Product owner		
2.7	Closing work package	Product owner		
WORK		Hours	Price	Total
		9	20$	180$

Quality requests
Internal procedures of quality control
Acceptance criteria
Criteria is client acceptance of deliverables
Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a manufacturer documentation and hardware design (from work package 1)
Agreement information
Job agreement, NDA agreement

Number: WP-3	
Project name: JBYM	
Work package name: Projecting base	
Task description: Projecting base which will be used for all three technologies, web, ios and android applications.	**Assumptions and limitations** Assumption is that projecting base will be one of the complicated tasks in this project and it will require more attention

Milestones:		Deadlines:		
1. Sprint review meeting		Week 2		
ID	Activity	Resources		
3.1	Collecting all detailed requirements	Project team		
3.2	Define architecture	Developers		
3.3	Creating a base	Developers		
3.4	Testing	Developers		
3.5	Integration tests results and controlling	Developers		
3.6	Documenting	Developers		
3.7	Closing work package	Developers		
WORK		Hours	Price	Total
		56	20$	1120$

Quality requests
Internal procedures of quality control
Acceptance criteria
Criteria is client acceptance of deliverables
Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware

it is a documentation of the equipment manufacturer
Agreement information Job agreement, NDA agreement

Number: WP-4			
Project name: JBYM			
Work package name: Creating api			

Task description: In this phase will be created mutual api which will be " between base and applications (web, android and ios)	Assumptions and limitations Possible limitations are developing all filters (according to clients request software will have a lot filters with different key words or phrases) and software recognizing all key words and phases
Milestones: 1. Sprint review meeting	**Deadlines:** Week 7

ID	Activity	Resources	
4.1	Collecting all detailed requirements	Project team	
4.2	Define architecture	Developers	
4.3	Api developing	Developers	
4.4	Testing	Developers	
4.5	Integration tests results and controlling	Developers	
4.6	Documenting	Developers	
4.7	Closing work package	Developers	
WORK		Hours	Price	Total
		220	20$	4400$

Quality requests Internal procedures of quality control
Acceptance criteria Criteria is client acceptance of deliverables
Technical information Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer
Agreement information Job agreement, NDA agreement

Number: WP-5	
Project name: JBYM	
Work package name: Creating service for ios and android application	

Task description: Creating PHP scripts – after we make a request in json format will be provided needed information	Assumptions and limitations: After next round of consultation with client.
Milestones 1. Sprint review meeting	**Deadlines:** Week 10

ID	Activity	Resources
5.1	Collecting all detailed requirements	Project team

5.2	Define architecture	Developers		
5.3	Developing services for ios and android	Developers		
5.4	Testing	Developers		
5.5	Integration tests results and controlling	Developers		
5.6	Documenting	Developers		
5.7	Closing work package	Developers		
WORK		Hours	Price	Total
		105	20$	2100$

Quality requests
Internal procedures of quality control
Acceptance criteria
Criteria is client acceptance of deliverables
Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer
Agreement information
Job agreement, NDA agreement

Number: WP-6		
Project name: JBYM		
Work package name: Developing web application		
Task description: Developing admin panel, developing application for a parents, children, responder (payroll)	**Assumptions and limitations:** After next round of consultation with client.	
Milestones: 1. Sprint review meeting	**Deadlines:** Week 26	
ID	Activity	Resources
6.1	Collecting all detailed requirements	Project team
6.2	Define architecture	Developers
6.3	Developing web application	Developers
6.4	Testing	Developers
6.5	Integration tests results and controlling	Developers
6.6	Documenting	Developers
6.7	Closing work package	Developers

WORK	Hours	Price	Total
	630	20$	12600$

Quality requests
Internal procedures of quality control
Acceptance criteria
Criteria is client acceptance of deliverables
Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer
Agreement information
Job agreement, NDA agreement

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Number: WP-7			
Project name: JBYM			
Work package name: Design of visual identity and Front End			
Task description: Designing visual identity of all application, coding all visible elements	**Assumptions and limitations:** After next round of consultation with client.		
Milestones: 1. Deliverables verified	**Deadlines:** Week 3		

ID	Activity	Resources		
7.1	Collecting all detailed requirements	Project team		
7.2	Define architecture	Designers		
7.3	Designing visual identity	Designers		
7.4	Coding all visible elements	Designers		
7.5	Testing	Designers		
7.6	Integration tests results and controlling	Designers		
7.7	Documenting	Designers		
7.8	Closing work package	Designers		

WORK		Hours	Price	Total
		105	20$	2100$

Quality requests
Internal procedures of quality control
Acceptance criteria
Criteria is client acceptance of deliverables
Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer
Agreement information
Job agreement, NDA agreement

Number: WP-8	
Project name: JBYM	
Work package name: Developing android application	
Task description: Developing android application	**Assumptions and limitations** After next round of consultation with client.
Milestones: 1. Sprint review meeting	**Deadlines:** Week 16

ID	Activity	Resources
8.1	Collecting all detailed requirements	Project team
8.2	Define architecture	Developer
8.3	Developing android application	Developer
8.4	Testing	Developer
8.5	Integration tests results and controlling	Developer
8.6	Documenting	Developer
8.7	Closing work package	Developer

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WORK	Hours	Price	Total
	245	20$	4900$

Quality requests
Internal procedures of quality control

Acceptance criteria
Criteria is client acceptance of deliverables

Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer

Agreement information
Job agreement, NDA agreement

Number: WP-9

Project name:
JBYM

Work package name:
Developing ios application

Task description:	Assumptions and limitations
Developing ios application	After next round of consultation with client.

Milestones:	Deadlines:
1. Sprint review meeting	Week 16

ID	Activity	Resources
9.1	Collecting all detailed requirements	Project team
9.2	Define architecture	Developer
9.3	Developing ios application	Developer
9.4	Testing	Developer
9.5	Integration tests results and controlling	Developer
9.6	Documenting	Developer
9.7	Closing work package	Developer

WORK	Hours	Price	Total
	250	20$	5000$

Quality requests
Internal procedures of quality control

Acceptance criteria
Criteria is client acceptance of deliverables

Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer

Agreement information
Job agreement, NDA agreement

Number: WP-10

Project name:
JBYM

Work package name:
Testing

Task description:	Assumptions and limitations
Testing all different possible options and functionality in application and solving and fixing possible mistakes.	After next round of consultation with client.

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Milestones:		Deadlines:		
1. Finished final report		Week 28		
ID	**Activity**	**Resources**		
10.1	Defining detailed requirements	Project team		
10.2	Developing testing plan	Developers		
10.3	Related procurements and setting up testing environment	Developers		
10.4	Testing	Developers		
10.5	Analysis	Developers		
10.6	Defining recommendations and guidelines	Developers		
10.7	Final report	Developers		
WORK		**Hours**	**Price**	**Total**
		70	20$	1400$

Quality requests
Internal procedures of quality control

Acceptance criteria
Criteria is client acceptance of deliverables

Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer

Agreement information
Job agreement, NDA agreement

Number: WP-11				
Project name:				
JBYM				
Work package name:				
One month free maintenance				
Task description:		**Assumptions and limitations**		
One month free maintenance and showing administrator how to manage system		After next round of consultation with client.		
Milestones:		**Deadlines:**		
1. Product and documentation delivered		Week 31		
ID	**Activity**	**Resources**		
11.1	Product and documentation handover	Product owner		
11.2	Maintenance operations	Maintenance team		
11.3	Showing administrator how to use and manage system	Developers		
WORK		**Hours**	**Price**	**Total**
		140	Free	Free

Quality requests
Internal procedures of quality control

Acceptance criteria
Criteria is client acceptance of deliverables

Technical information
Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer

Agreement information
Job agreement, NDA agreement

Number: WP-12	
Project name: JBYM	
Work package name: Creating project documentation, guidelines and tutorials	
Task description: Integration of all project documentation and development of all necessary guidelines, tutorials and manuals	**Assumptions and limitations** After next round of consultation with client.
Milestones: 1. Documentation delivered	**Deadlines:** Week 28

ID	Activity	Resources
12.1	Define detailed requirements	Project team
12.2	Collecting documentation from other work packages	Project team
12.3	Analysis and selection	Project team
12.4	Integration of technical documentation	Project team
12.5	Integration of reports and learned lessons	Project team
12.6	Creating guidelines and tutorials	Project team
12.7	Testing	Project team
12.8	Closing work package	Project team

WORK	Hours	Price	Total
	30	20$	600$

Quality requests   Internal procedures of quality control and PMBOOK 2013.
Acceptance criteria   Criteria is client acceptance of deliverables
Technical information   Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer
Agreement information   Job agreement, NDA agreement

Number: WP-13	
Project name: JBYM	
Work package name: Directing and managing project execution (project management)	
Task description: Kick-off meeting and Introduction of the project policies and procedures, Sprint planning meeting , Daily sprint meeting, Sprint review meetings, Project status reports, Planning and administering procurement and contracts, Closing project (closing contracts and post implementation review)	**Assumptions and limitations** After next round of consultation with client.
Milestones: 1. Kick-off meeting 2. Mid-term project status report	**Deadlines:** 1. Week 1 2. W2, W10, W26, W29

3. End of the project		3. Week W32		
ID	Activity	Resources		
13.1	Kick-off meeting and Introduction of the project policies and procedures	Project team, client team		
13.2	Sprint planning meeting	Scrum team, Product owner, Scrum Master		
13.3	Daily sprint meeting	Scrum team, Scrum Master		
13.4	Sprint review meetings	Scrum team, Product owner, Scrum Master		
13.5	Demonstrate and Validate Sprints	Product owner, Scrum Master, client team		
13.6	Project status reports	Product owner, Scrum Master		
13.7	Managing procurement and contracts	Product owner, Scrum Master		
13.8	Closing project	Product owner, Scrum Master		
WORK		Hours	Price	Total
		261	20$	5220$
Quality requests PMBOOK 2013, SCRUM guide				
Acceptance criteria Criteria is client acceptance of deliverables				
Technical information Reference to the documentation of requirements. For software possible legal documentation, for hardware it is a documentation of the equipment manufacturer				
Agreement information Job agreement, NDA agreement				

Schedule

We need to define all possible dependencies, assumptions and constrains in next round of consultations and after that detail schedule can be done.

Budget

According to total amount of working ours (2001 hours) total amount of budget is 40.020$. On a client's request details budget in excel table can be delivered. Hardware cost are not included in the budget at this stage.

Project Assumptions

It will be detailed defined after next round of consulting and after integration all assumptions from work packages.

Project Risks – high level

Risk Area	Level (H/M/L)	Risk Plan
1. Communication with a client because of time differences	H	Plan a communication with enough time for getting needed information, also include deadlines into deliveries
2. Work permits from public institutions	H	Before starting a project get all information are permits needed and if yes send a request and get them
3. identification of all needed application features	H	We will manage it through requirements gathering process and requirements traceability matrix
4. Stakeholder management	H	We will give special attention to collecting communication requirements of all stakeholders and to managing their expectations. We will provide coherent and understandable communication plan and support to all stakeholders (if necessary) for its implementation.

Project Constraints

It will be detailed defined after next round of consulting and after integration all constraints from work packages.

Project Dependencies

Project	Date Due	Deliverable Dependency

Project Organization (if applicable)

Project Executive: Phoebe Manalang

Project Sponsor: Phoebe Manalang

Product Owner: Anja Šolak

Scrum Master: Bojan Vuković

Project Controller: MSc Miloje Seksan

Project Team Members: developers, tester, designers, technical engineer and office administration

Project Approvals

_____   _____

Project Executive Sponsor — Phoebe Manalang Date

_____   _____

Project Sponsor — Phoebe Manalang   Date

_____   _____

Scrum Master — Bojan Vuković   Date

_____   _____

Product Owner: Anja Šolak   Date

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Project Controller: MSc Miloje Seksan   Date