Rotary Club Yearbook Project Charter

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## Section 1 - Charter Introduction

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| --- | --- | --- | --- |
| **Revision Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
| 1.0 | 2017-01-11 | Chris Hein | Created Document |
| 1.1 | 2017-01-15 | Andrew Rehberg | Updated to include dependencies information |
| 1.2 | 2017-01-15 | Chris Hein | Updated to finalize deliverables information |
| 1.3 | 2017-02-02 | Matthew Hutchinson | Client requested changes made |
| 1.3.1 | 2017-02-02 | Matthew Hutchinson | Small fixes to typos and errors |

### 1.1 - Authorization

This Project Charter, for the redevelopment of the Rotary Club Yearbook website has been reviewed in full and approved by the following:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 2 - Project Overview

### 2.1 - Project summary

In broad terms the project is straight forward: the updating of the existing yearbook website for the Rotary Club. This includes the existing login system, the sponsor page, the photographer page and the solicitor page. This will also include smaller scale improvements such as a consistent design across the entire site and an easier to use, more intuitive and less complicated interface for pages that currently require them. The purpose is to improve the usability of the site from the admin, photographer and user end, as well as to include requested enhancements, as outlined below

The client has requested the following specific additions be made to the site:

* An automated invoice system. Invoices that are automatically generated, stating what was ordered by the client, and sent to the client’s contact email address, after an ad has been ordered and approved.
* A system that allows for emails to be checked/verified as an actual valid and current email address by the Rotary Club. This is to ensure they can send invoices and contact the client if necessary
* A system that allows for a client to view their chosen ad details and comments they have included (and change if necessary)
* An easier to read, use and manage version of the reports page
* The ability to easily select the size of ad the client wishes to purchase
* A system that allows for the photographer(s) involved with an ad to view the client assigned to them as well as related important details (contact info, when and where the shoot will be, etc.)
* A simple search system added to the report page that allows the Rotary Club to search through data by key information such as business, client name, contact information, etc... and return data related to the search

### 2.2 - Project scope

In Scope:

* High level bullet list of things that will be implemented by the team in terms of the project
* Implementation of consistent design theme for all the pages
* Rewrite of login system to be easier to deal with on the back end and to support password recovery
* Redesign and rewrite of sponsor page
* Redesign and rewrite of photographer page
* Redesign and rewrite of solicitor page
* Redesign and rewrite of the ad creation and approval system
* Creation of the automated invoice system
* Creation of the email verification system
* Simplified redesign and rewrite of the reports page
* Implementation of a system wherein the photographer assigned to a client has access to important information regarding that client
* Restructuring of the existing database to support the changes made to the existing site
* Implementation of a basic search system for the reports page

Out of Scope:

* Website hosting
* Long term support
* Implementation or support for the sites chosen billing system (we just ensure invoices are generated when necessary based on info obtained via the website)

### 2.3 - Deliverables

|  |  |
| --- | --- |
| **Project Deliverable 1:** | **Confirmation Email** |
| Description: | A generated email that will be sent to the client with their information and photograph that is approved by an administrator. |
| Acceptance criteria: | Client and project manager |
| Due date: | March 20th 2017 |
| Dependencies: | Master Page, Database Redesign |
| **Project Deliverable 2:** | **Administrator Front End** |
| Description: | Redesign the front end of the administrator site for usability |
| Acceptance criteria: | Client |
| Due date: | April 1st 2017 |
| Dependencies: | Master Page |
| **Project Deliverable 3:** | **Administrator Ownership Data Display** |
| Description: | Administrator can assign solicitors specific lists of businesses |
| Acceptance criteria: | Client |
| Due date: | March 1st 2017 |
| Dependencies: | Database Redesign |
| **Project Deliverable 4:** | **User Confirmation** |
| Description: | Once info is saved, user needs to be able to see image and text info they entered so they can approve it prior to info being sent to rotary club |
| Acceptance criteria: | Client |
| Due date: | March 20th 2017 |
| Dependencies: | Front End Design |
| **Project Deliverable 5:** | **Automated Invoice** |
| Description: | Generated invoice that the Solicitor or Administrator approves then sends to the business. |
| Acceptance criteria: | Client |
| Due date: | March 20th 2017 |
| Dependencies: | Front End and Back End development |
| **Project Deliverable 6:** | **Front End Master Page** |
| Description: | A master page to create a consistent layout across all pages |
| Acceptance criteria: | Client |
| Due date: | February 10th 2017 |
| Dependencies: | None |
| **Project Deliverable 7:** | **Redesign Database** |
| Description: | Redesign the database to reflect the changes required |
| Acceptance criteria: | Project Lead |
| Due date: | February 10th 2017 |
| Dependencies: | None |
| **Project Deliverable 8:** | **Photographers Front End** |
| Description: | Design photographer’s page to include efficient layout and functionality including appropriate sponsor details |
| Acceptance criteria: | Client |
| Due date: | March 15th 2017 |
| Dependencies: | Master Page |
| **Project Deliverable 9:** | **Solicitor Front End** |
| Description: | Develop Front End to include specific business checklist dependant on the login criteria. Contact information of the assigned businesses as well as pending requests from the businesses |
| Acceptance criteria: | Client |
| Due date: | March 15th 2017 |
| Dependencies: | Master Page, Database Redesign |
| **Project Deliverable 10:** | **Redesign Login System** |
| Description: | Rewrite the login system to eliminate pointless and over complicated usage of AJAX/JSON |
| Acceptance criteria: | Project Lead |
| Due date: | February 10th 2017 |
| Dependencies: | None |

### 2.4 - Project cost estimate and sources of funding

As the existing site is already hosted by the NSCC, no additional hosting requirements should be needed, at least in the scope of our project. There are no funding requirements.

## Section 3 - Project Organization

### 3.1 - Roles and responsibilities

| **Role** | **Description** | **Name/Title** |
| --- | --- | --- |
| Lead Programmer | Person in charge of programming | Matthew Hutchinson |
| Database Engineer | Person in charge of database manipulation | Chris Hein |
| UI Specialist | Person in charge of User Interface design | Andrew Rehberg |
| Testing | Testing | Entire team |
| Project Leader | Upkeep direction, documentation, and organization | Sean Morrow |

### 3.2 - Project facilities and resources

* Access to labs 308 and 312 as needed
* Access to meeting room 215 as needed for client meetings
* Access to student web space for live server testing
* Access to existing site files and database

## Section 4 - Glossary and Acronyms

A dictionary of terms and acronyms required to interpret the project charter properly.

|  |  |
| --- | --- |
|  |  |
| Rotarian | A member of the Rotary Club of Truro. |
| Sponsor | A business or VIP that the Rotary Club can make an offer to or has made an offer to about the yearbook. |
| Admin | A person in charge of maintaining the website as a whole. Also assigns sponsors to Rotarians to visit. |
| Solicitor Page | A page that Rotarians use to view data about sponsors they need to visit. |
| Sponsor Page | A page that the sponsor uses to view their ad, edit any details and to approve or deny their current ad. |
| Photographer Page | A page for the photographer that distributes client info as needed and can upload images that are taken by the photographer. |
| Reports Page | A page that displays the current database contents. |
| Admin Page | A page that controls the rest of the site. Will be able to search for specific data or view all data as needed. Will replace or enhance the reports page. |
| Master Page | A page that holds a common design theme for the entire website. |
| Login System | A system used to prevent unauthorized entry and viewing of restricted pages. |
| Front End | A term used to describe the side of a webpage the user sees. |
| Back End | A term used to describe the code that makes the webpage function. |
| Database | A file or system used to store data. |
| SQL | Stands for Structured Query Language. The language used to communicate with a database. |
| AJAX | Stands for Asynchronous JavaScript and XML. A system used to pull data from an XML file and display it without having to reload the webpage. |
| JSON | Stands for JavaScript Object Notation. A system used to pull data from other files and display it without having to reload the webpage. |