*<Edu TRACK>*

project charter

Version *<1.0>*

*<02/25/2025>*

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Pronchuk Daryna | 20/05/2025 | Nazar Melnyk | 17/03/2025 | Added project scope details |
|  |  |  |  |  |  |
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**1. Introduction**

1.1 Purpose of the project charter

The EduTrack project charter documents and tracks the necessary information used by managers to make decisions about project funding. It includes a description of the needs, scope of work, justification and resource commitments, and the project sponsor's decision to proceed or not to proceed with the project. The document is created at the project initiation stage.

The target audience of the EduTrack project charter is the project sponsor and senior management.

1. **Project and product overview**

The EduTrack project is a software application to improve the organisation of the student learning process. The platform allows you to effectively plan academic tasks, track deadlines, organise your schedule, and interact with teachers and classmates.

The project will last for 4 months and the estimated budget is $142,000.

**3. Justification**

3.1 Business need

In modern educational institutions, students face challenges in managing their learning process due to the large number of assignments, deadlines, and lack of a single platform for organising their workflow. EduTrack aims to solve these problems by providing a centralised solution for planning and tracking academic progress.

3.2 Impact on education and business

EduTrack will help students and teachers to optimise the learning process, reduce the risk of missing important assignments and improve communication between participants in the educational process. It is expected that the use of the application will help to improve academic performance, reduce stress among students and increase the overall efficiency of the educational process.

## Strategic Alignment

| **Goal** | **Project Response Rank** | **Comments** |
| --- | --- | --- |
| *Scale*: **H** – High, **M**- Medium, **L** – Low, **N/A** – Not Applicable | | |
| **CDC Strategic Goals:** | | |
| EduTrack Strategic Goals | H | Optimisation of students' learning process |
|  |  |  |
| **Department of Health and Human Services (DHHS) Strategic Goals:** | | |
| Strategic Goals of the Ministry of Education | H | Support for the digitalization of education |
|  |  |  |
| **DHHS IT Goals:** | | |
| University Initiatives | H | Improvement of interaction between students and teachers |
|  |  |  |
| **President’s Management Agenda (PMA) Strategic Goals:** | | |
| Digital Transformation of Education (National Program) | H | Increasing the efficiency of the learning process through technology |

# Scope

## Objectives

The objectives of the **EduTrack** project are as follows:

* Develop a centralized platform for managing academic tasks and deadlines.
* Improve communication between students and educators.
* Provide analytics and progress tracking features for student

## High-Level Requirements

The following table presents the requirements that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| Req. # | I Requirement Description |
| --- | --- |
| 1 | The platform must support task and deadline tracking. |
| 2 | The application should allow seamless integration with university portals. |
| 3 | A mobile version should be available for convenient access. |

## Major Deliverables

The following table presents the major deliverables that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| Major Deliverable | I Deliverable Description |
| --- | --- |
| EduTrack Web Application | A desktop platform for organizing academic tasks and schedules. |
| EduTrack Mobile Application | A mobile version for managing tasks on the go. |
| Progress Tracking Dashboard | A feature to analyze and monitor academic performance. |
| Communication Module | A built-in messaging system for students and faculty. |

## Boundaries

The **EduTrack** project includes the development of a web and mobile application to support students in organizing their academic workflow. The system will integrate with existing university portals and provide features such as task management, scheduling, and communication tools.

However, the project does **not** include:

Development of non-academic features such as financial management or social networking.

Customization for specific institutions beyond the standard platform integration.

Manual data entry or direct support for academic advisory services.

# Duration

## Timeline

10/03

29/04

10/05

20/05

System Development

Completed

Developed Prototype

Requirements Analysis

Completed

Project Plan Completed

## Executive Milestones

The table below lists the high-level Executive Milestones of the project and their estimated completion timeframe.

| **Executive Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
| Project planned and authorized to proceed | Two weeks after project concept is approved |
| Requirements analysis completed | Twelve weeks after project plan completion |
| Beta testing initiated | Four weeks after Version 1 completion |
| Full system deployment | Eight weeks after beta testing |

# budget Estimate

## Funding Source

The **EduTrack** project will be funded through a combination of:

* **Educational Grants** – Provided by national and international education development programs.
* **University Operational Budget** – A portion allocated for digital transformation in education.
* **Private Sector Sponsorship** – Contributions from EdTech companies supporting innovative learning solutions.

## Estimate

The estimated budget for the **EduTrack** project is **$142,000** for the entire project lifecycle. The breakdown of costs includes:

|  |  |  |
| --- | --- | --- |
| **Cost Category** | **Estimated Cost ($)** | **Description** |
| Software Development | 70,000 | Web and mobile application development |
| Integration & Testing | 30,000 | API integration with university portals and testing |
| Infrastructure & Hosting | 20,000 | Cloud-based infrastructure and security |
| Training & Documentation | 12,000 | User training materials and onboarding support |
| Project Management & Support | 10,000 | Oversight, coordination, and maintenance |

# High-Level Alternatives Analysis

* Considered using existing COTS (Commercial Off-The-Shelf) software but found them lacking required customization.
* Explored the option of modifying an existing university system but determined it would be costlier than developing a new platform.

# Assumptions, Constraints And Risks

## Assumptions

* Users will have access to internet-connected devices.
* Universities will integrate the system into their existing platforms.

## Constraints

* Development must be completed within 4 months.
* Budget is fixed at $142,000 with no room for overruns.

## Risks

| **Risk** | **Mitigation** |
| --- | --- |
| Limited user adoption by students or faculty | Conduct training sessions and awareness |
| Delays in system integration with university portals | Ensure early collaboration with university IT teams. |
| Scope creep leading to budget overruns | Strict project scope management and review cycles. |

# Project Organization

## Roles and Responsibilities

This section describes the key roles supporting the project.

| **Name & Organization** | **Project Role** | **Project Responsibilities** |
| --- | --- | --- |
| Pronchuk Daryna | Project Manager | Person responsible for managing the project, planning, execution, control, and closure. Ensures communication between team members, stakeholders, and the sponsor. Manages project resources, budget, and timelines. |
| Vorozhbyt Ruslan | Web Application Development | Manages the web application development team, ensures the implementation of technical requirements, controls code quality, and adheres to the development schedule |
| Shklyaruk Nazar | Mobile Application Development | Manages the mobile application development team, ensures the implementation of technical requirements, controls code quality, and adheres to the development schedule. Responsible for integration with the web application and other systems. |
| Panasevych Kateryna | UI/UX Design for Mobile Applications | Develops user interface design for mobile applications, conducts user research, creates prototypes and mockups. Ensures the convenience and efficiency of application use. **.** |
| Starostiuk Valeria | Automated Testing | Develops and maintains automated tests for web and mobile applications. Uses test automation tools to create and execute tests. Analyzes test results and reports bugs. Collaborates with developers to fix bugs. Maintains and updates the automated testing framework. Develops automated testing strategies. |

## Stakeholders (Internal and External)

**1.1 Stakeholders (Internal and External)**

**EduTrack Project**

**Internal Stakeholders:**

* EduTrack Developers
* EduTrack Project Managers
* University IT Department
* University Faculty

**External Stakeholders:**

* Students
* Ministry of Education
* Partner Universities

# project Charter approval

The undersigned acknowledge they have reviewed the project charter and authorize and fund the *<Edu Track>* project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 03.17 |
| Print Name: | Pronchuk Daryna |  |  |
| Title: | Project Manager |  |  |
| Role: | Responsible for overseeing the project, managing resources, budget, and timelines. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 03.17 |
| Print Name: | Volodymyr Bobrovskiy |  |  |
| Title: | Project Sponsor |  |  |
| Role: | Provides strategic direction, secures funding, and ensures alignment with organizational goals. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | 03.17 |
| Print Name: | Vitaliy Dorosh |  |  |
| Title: | Project Approver |  |  |
| Role: | **Project Approver provides formal approval for project initiation or key milestones** |  |  |

APPENDIX A: REFERENCES

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| EduTrack Project Plan v1.2 | Detailed project planning document covering scope, timeline, budget, and resource allocation. | https://companyserver.com/projects/EduTrack/plan\_v1.2.pdf |
| UI/UX Design Guidelines v1.0 | Document outlining the design principles, color schemes, and user interface elements for EduTrack. | https://companyserver.com/design/UIUX\_Guidelines.pdf |
| Technical Architecture Document v2.3 | Overview of system architecture, technology stack, and integration strategy. | https://companyserver.com/tech/architecture\_v2.3.pdf |

APPENDIX B: KEY TERMS

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Scope | Defines the boundaries of the project, including deliverables, objectives, and constraints. |
| Milestone | A significant point or event in the project timeline that indicates progress. |
| Stakeholder | Any individual or group affected by or involved in the project, including clients, team members, and sponsors. |

APPENDIX C: GOALS

#### ****EduTrack Strategic Goals****

**URL:** [Internal Project Documentation]

* **Goal 1:** Provide a user-friendly and efficient platform for tracking students' academic progress at all educational levels.
* **Goal 2:** Ensure seamless integration with existing educational systems and databases.
* **Goal 3:** Enhance data security and privacy for student records and educational institutions.
* **Goal 4:** Promote digital accessibility and inclusion for students, educators, and parents.

#### ****Department of Education Strategic Goals****

**URL:** https://www.ed.gov/about/strategic-plan

* **Goal 1:** Improve student learning outcomes through data-driven insights and personalized learning.
* **Goal 2:** Strengthen communication between educators, students, and parents via a unified platform.
* **Goal 3:** Facilitate remote and hybrid learning by providing reliable digital tools.
* **Goal 4:** Support teachers with analytics and automated grading features to reduce administrative workload.
* **Goal 5:** Enhance equity in education by providing accessible learning resources for all students.

#### ****EduTrack IT Goals****

**URL:** [Internal IT Documentation]

* **Goal 1:** Develop a secure and scalable cloud-based infrastructure for data storage and access.
* **Goal 2:** Implement real-time reporting and analytics to help educators make informed decisions.
* **Goal 3:** Ensure compliance with educational data protection standards (e.g., GDPR, FERPA).
* **Goal 4:** Optimize system performance to handle large-scale educational institutions efficiently.
* **Goal 5:** Leverage AI and machine learning to provide personalized recommendations for students.

#### ****Government-wide Education Digital Transformation Goals****

**URL:** https://www.whitehouse.gov/education

* **Goal 1:** Promote the digitalization of education through innovative technologies.
* **Goal 2:** Improve access to high-quality educational resources through online platforms.
* **Goal 3:** Ensure financial and infrastructural support for digital learning initiatives.
* **Goal 4:** Encourage public-private partnerships for the advancement of educational technologies.
* **Goal 5:** Streamline budget allocation for technology-driven education programs.