# Project Charter

|  |  |
| --- | --- |
| **version** | |
| **Version Number** | **Date** |
| 1.0 | 9/9/2021 |
| 2.0 | 9/24/2021 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.0 PROJECT INFORMATION** | | | | |
| **Project Title** | *CIS Mentorship Program* | | | |
| **Project Length** | **Project Start** | *8/23/21* | **Project End** | *12/11/21* |
| **Sponsor** | Dr. Robert Barker | | | |
| **Project Team Name** | Walksign | | | |

|  |
| --- |
| 2.0 Executive Summary |
| This project is designed to be a way for the CIS department to increase their retention rate of students within the CIS department through the use of a mentoring system. Found within this document are multiple fields that layout the project as a whole including the project objectives, scope, statement of work document, key deliverables, approach, milestones, risks, and criteria for success. This document must be approved by the project sponsor Dr. Robert Barker for the project development to commence. This document is also subject to change, and if there are changes then the project sponsor(s) will be notified of said changes. |

|  |
| --- |
| **3.0 Project OBJECTIVES (purpose)** |
| * To create an environment to help CIS students with their learning. * To help students network and get in contact with others in a similar class or desired job field. * To increase the retention rate of students within the CIS program. |

| **4.0 Project Scope** |
| --- |
| Web Pages   * Landing Page * Log-in * Create Account * Profile * Donation * Discussion Board * Job Board * Announcements * Survey * Event Calendar * FAQ * Connect all Web Pages   Processes   * Photo Carousel * Account Creation * Log-in Validation * Create, Edit, Delete Discussion Posts * Create, Edit, Delete Job Board Posts * Email Blast System * Create, Edit, Delete Event Calendar Events * Mentor Matching System   SQL System   * Database creation * Backup Capability * Recovery Capability |

|  |
| --- |
| 5.0 Statement of work |
|  |

|  |  |
| --- | --- |
| **6.0 key Project DELIVERABLES** | |
| **Name** | **Description** |
| ERD | Shows how all tables of the database interact with each other and what info the tables hold. |
| Project Mgmt. Plan | Includes all essential documents to the project and goals for completion. |
| Demo #1 | The first demonstration to our customer to show progress and get feedback. |
| Demo #2 | The second demonstration to our customer to show progress and get feedback. |
| Final Project | Present the final product to the customer for their approval. |

| **10.0 Approach** |
| --- |
| The way in which Team Walksign is approaching this project is through first development of each of the web pages and ensuring that they have everything that the project sponsor is requesting. Following that will come the processes which will be implemented and tested thoroughly. Finally, the implementation of the database will come in and be connected to the website, along with our payment method for the donation page. |

| **7.0 Milestones** | | |
| --- | --- | --- |
| **Milestone** | **Due Date** | **Completion Date** |
| PMP completion and approval | 9/26/2021 | 9/26/2021 |
| Demonstration #1 ~50% complete | 10/31/2021 |  |
| Demonstration #1 feedback used | 11/07/2021 |  |
| Demonstration #2 ~75% complete | 11/21/2021 |  |
| Demonstration #2 feedback used | 11/28/2021 |  |
| Final demonstration 100% complete | 12/11/2021 |  |
| Final project approval | 12/11/2021 |  |

|  |  |  |
| --- | --- | --- |
| **8.0 RISKS** | | |
| **Severity** | **Process** | **Description** |
| H | Log-in | Log-in page setup and processes involved |
| H | Account Creation | The ability to create new accounts with the info required to work with the site. |
| L | Donation | The ability for users to donate money to the CIS department directly |
| M | Discussion Board | Allows Mentors and mentees to communicate between each other on a message board, |
| M | Job Board | Allows users to post job listings for the CIS field as a whole. |
| M | Event Calendar | Allows users to post useful information about job fairs and other CIS related items. |
| L | Photo Carousel | Scrolls through multiple different photos and gives info on what the images are for. i.e., events |
| M | Email Blast | Allows for a mass email to be sent out to each user on the mailing list. |
| H | Mentor Matching | Sorts through available mentors to help students find the best mentor for their need. |
| H | Database Creation | The database holds all useful information for the website and account info. |
| H | Database Backup | Creates a save of the current database as a safety |
| H | Database Recovery | The ability of the database to utilize the backup and restore the website after a crash. |

| **9.0 Project’s criteria for success (must be measurable)** |
| --- |
| * Final project contains all requirements given by our project sponsor. * Final project includes all changes given by the project sponsor. * Final project incorporates an operational database that saves information and has a recovery backup. |

| **10.0 Signoff** |
| --- |
| Project Sponsor:  Date: |