

The formatting of the team's final document should correspond to the formatting used in each of the Guideline documents. Font: Times Roman; Font Size: 12 pt. Note: the boxed-in instructions included in the guideline documents should not be included in the team's final draft and delivered document.

**Guide to Preparing the
PROJECT CHARTER**

© J. Yang

CSc 190 Senior Project
Department of Computer Science - College of Engineering and Computer Science
California State University, Sacramento
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FRONT PAGE

All CSc 190 and CSc 191 documents must have the same Front Page design and format ... but also include the Project name and the Team name

<insert Client's name for the Project>

PROJECT CHARTER DOCUMENT

Prepared by Senior Project Team

<insert team name>



**College of Engineering and Computer Science
Department of Computer Science**

Date: xx/xx/xxxx

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1.0 INTRODUCTION.

This is the Project Charter document for *<project name>* for *<client name>*. This project is being undertaken by the development team *<insert team name>*, comprised of undergraduate students majoring in Computer Science at California State University, Sacramento. The team members are enrolled in a two-semester senior project course required of all undergraduate majors. Successful delivery of the desired software product will fulfill the senior project requirement for the student team members.

PROJECT PRODUCT OWNER

Name: *<Product Owner – Client>*

Title:

Organization:

Contact Information:

<Client phone number>

<Client email address>

DEVELOPMENT TEAM - *<insert team name>*

<List of team members>

Name:

Email address

Phone number:

1.1 Purpose.

The purpose of this document is to describe the details of the project, its rationale, its goals and its participants. In general, this document will create a mutual understanding between the Developers and the Product Owner of what is expected over the course of the project. This document will cover all agreements and expectations that the Developers have for the Product Owner and that the Product Owner has for the Developers. The project to be developed will help the Product Owner analyze visitor usage and track employee hours for the College Innovation Center.

1.2 Overview of Contents of Document.

Section 2.0 PROJECT PRODUCT OWNER AND PRODUCT OWNER NEED.

This subsection identifies the project's Product Owner and describes the Product Owner's "business". After reading these subsections the Product Owner should be convinced that the team has an understanding of the Product Owner's organization and business and therefore the context in which the proposed software is to be used.

Section 3.0 ACADEMIC NATURE OF THE PROJECT.

This subsection contains a variety of issues that need to be documented because of the quasi academic nature of the work done by the Senior Project team.

Section 4.0 PRODUCT OWNER AND THE *<insert team name>* TEAM APPROVALS.

This subsection indicates briefly what specifically is being agreed to. A sign-off sheet should be included which indicates approval of an agreement to the conditions and commitments contained in the Project Charter.

Appendix A.

Appendix A Contains resumes which provide information about the qualifications of each member of the development team.

Appendix B.

This statement is a commitment for the collaboration between *<list of team member names>*

2.0 PROJECT PRODUCT OWNER AND PRODUCT OWNER NEED.

2.1 Product Owner Identification.

<Product Owner name, position information, and any secondary contact names> along with the organization's reference name.

2.2 Product Owner's "Business".

Example: "The College Innovation Center is a student resource dedicated to the exploration of knowledge and creation of awesome projects. The Innovation Center offers students short internships to introduce students to real world fieldwork. It is also home of the College sport's team and the Math and Engineering Club.

2.3 Description of the Need.

Example: "The client needs a computerized management system for the Innovation Center. The system would manage analyzing foot traffic and calculating employee hours. Visitors and employees have unique IDs that are used to sign in and sign out from the Innovation Center. Their time spent in the Innovation Center will be analyzed and displayed in an admin portal. Employee hours will also be used to create timesheets for employee compensation. Visitors without a unique ID will also be able to sign in and sign out using their own name."

1. List the required features of the application here
 - a. Push notifications
 - i. Alerts for account creation, password change
 - ii. Customized push notification for innovation center traffic alerts
 - b. Email notifications
 - i. Signup authentication emails
 - ii. Password reset emails
 - c. Scheduling
 - d. Employee hours
 - i. Employee hours are tracked automatically upon employee sign in
 1. Employees hours are stored for time sheet creation
 - ii. Visitor hours are tracked upon sign in
 - e. Admin portal
2. Database features
 - a. Stores visitors information
 - b. Stores employees
 - i. Admins have special designations
3. Stretch features that may be eliminated

- a. Admin metrics dashboard for time spent at the innovation center

2.4 Assumptions and Constraints.

The project will be developed until Dec. 10, 2021. Development after stated date is left to the discretion of the Developers. Developers expect to finish the project by stated date, but in failure to do so, the project shall be delivered as-is with no guarantees.

Developers should not incur any fees or costs during development. Any fees or costs during development are the responsibility of the Developers to pay.

The project shall be developed so that it may be run on the Product Owner's own hardware or by using cloud computing. Any fees or costs to run the software are the responsibility of the Product Owner.

(The client is highly encouraged to donate to the Department of Computer Science, at CSUS, to support Senior Project orientation and showcase.)

2.5 Limiting Conditions.

Developers expect timely and consistent feedback from the Product Owner throughout the development to prioritize requirements, review and approve work done, and to inform the Developers of any changes that might occur.

3.0 ACADEMIC NATURE OF THE PROJECT.

This subsection contains a variety of issues that need to be documented because of the quasi-academic nature of the work done by the Senior Project team *<insert team name>*.

3.1 Goals.

The senior project experience is designed to accomplish two goals:

- 1) To develop and deliver a software system to the benefit of the Product Owner and user community.
- 2) To provide the senior project team with a learning experience in which an agile software development methodology (SCRUM) will be used for the development of a Product Owner proposed software system.

3.2 General Disclaimer.

All students majoring in Computer Science at CSUS are required to complete a two semester, senior project. The project proposed, *<project name>*, is expected to fulfill this requirement for the project team of *<list each of the team member names>*. The intent of senior project and therefore the team is to deliver a high-quality product that meets the Product Owner's expectations.

However, neither the students, faculty adviser, nor CSUS can be held responsible for any errors in the delivered software product, failure to meet any of the specified requirements, or failure to deliver the software.

Furthermore, due to the academic nature of the experience and its requirement for graduation, students cannot be paid for the work associated with the project.

3.3 Support Limitations.

Upon completion of the project and delivery of the proposed software, neither the team, *<insert team name>*, nor any representative of CSUS is obligated to provide software maintenance or

additional support. If additional support is needed, it is at the discretion of the Developers to provide additional support.

Ownership of the Product

<list each of the team member names> maintain nominal ownership of the software and the Product Owner will receive all specified documentation along with the software, including both source and executable code. Also, the CSUS Computer Science Department reserves the right to use the documentation and product as examples of student work.

3.4 Other Disclaimers.

The resulting software requires a running server to be utilized. The Developers are not responsible for providing a server for the software to run on. Procuring a server may result in additional costs for the Product Owner.

4.0 PRODUCT OWNER AND THE *<insert team name>* TEAM APPROVALS.

<insert team name> agrees to develop and deliver, to the best of their ability, *a visitor management application* *<product name>* that has the general features specified in section 2.3 (subject to change) for the Product Owner *<client's name>*. In addition, the Product Owner and *<insert team name>* agree to have bi-weekly meetings beginning in Feb 2021 to discuss the progress of the project and any potential changes that need to be made.

4.1 Project Charter Approvals.

The following signatories agree to the terms and conditions as specified in the Project Charter.

Product Owner (*signature*): _____

Title: _____

Company, Agency, Non-profit or other affiliation

Team Name _____

Team members (signatures):

<list team member names> _____

Date: _____

APPENDIX A. Project Team Experience.

TEAM MEMBER RESUMES

Examples

(Note: each team member should have the same format and sections as listed below – each member can add-on their own additional information, as appropriate)

<Name>

Contact Information:

(phone number and email address)

Education:

Bachelor of Sciences, Computer Science
California State University Sacramento

Spring 2020

Skills:

(e.g. Programming languages, Web Development, Security tools, etc.)

Work Experience:

Post Graduation goals:

Project and Teamwork Experience:

Awards and Affiliations:

(e.g. scholarship(s), Dean's Honor Roll, MESA, Member of ACM (Association for Computing Machinery) Sac State Chapter, Member of UPE (Upsilon Pi Epsilon) Computer Science Honor Society)

(The same for each team member)

APPENDIX B. The following statement of rights and responsibility provides the context for the commitment to collaboration between *<insert team name>* and *<client name, organization>*

As a project's Product Owner, you have the right to:

1. Expect the team to speak your language.
2. Expect the team to learn about your business and your objectives for the system.
3. Expect the team to structure the requirements information you present into a software requirements specification.
4. Have the team explain requirements work products.
5. Expect the team to treat you with respect and to maintain a collaborative and professional attitude.
6. Have the team present ideas and alternatives both for your requirements and for implementation.
7. Describe characteristics that will make the product easy and enjoyable to use.
8. Be presented with opportunities to adjust your requirements to permit reuse of existing software components.
9. Be given good-faith estimates of the costs, impacts, and trade-offs when you request a requirement change.
10. Receive a system that meets your functional and quality needs, to the extent that those needs have been communicated to the team and agreed upon.

As the project's product owner, you have the responsibility to:

1. Educate team about your business and define jargon.
2. Spend the time to provide requirements, clarify them, and iteratively flesh them out.
3. Be specific and precise about the system's requirements.
4. Make timely decisions about requirements when requested to do so.
5. Respect developers' assessments of cost and feasibility.
6. Set priorities for individual requirements, system features, or use cases.
7. Review requirements documents and prototypes.
8. Promptly communicate changes to the product's requirements.
9. Follow the team's defined requirements change process.
10. Respect the requirements engineering processes the team uses.

Karl E. Wiegers authored these two lists. Each speaks to the need for both the team and the Product Owner to share the responsibility of ensuring the software product that is developed is based on accurate and complete requirements. The two lists along with additional explanations for each item is available at the following web address:

<http://www.processimpact.com/articles/customer.pdf>