
Project jobsaustralia.tech

PROJECT CHARTER

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Document Control

Distribution

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Staff or Entities Consulted

Name	Position / Organization
Homy Ashrafzadel	Product owner

Add rows as needed. If not relevant, enter N/A.

Related Documents

Name	Author	Description
User Stories	Team	A list of all user stories implemented.
User Manual	Team	Instructions on using the system.
Test Plan	Team	Outline of the project testing methodology.
Statement of Contributions	Team	Breakdown of workload by team members.
Risk Register	Team	Analysis of potential risks to the project.
Proposed Assessment Formula	Team	Agreed formula of project assessment.
Technical Solution Design	Team	Outline of entire project.
Peer Reviews	Team	Detailed assessment of team contribution.
Meeting Minutes	Team	Log a all team meetings.
Learning Outcomes	Team	Analysis of knowledge expansion.
Issue Register	Team	Log of all issues experienced in the project.
Final Schedule Plan	Team	Final outline of task completion schedule.
Development Guide	Team	Instructions on configuring development environment.

Preface

The purpose of this document is to outline the Charter for jobsaustralia.tech. It serves as an agreement between the project team, the sponsor and the supervisor. It outlines the project's purpose and how the project will be approached, resourced, managed and delivered. Any amendments after this document has been signed off will be via addenda.

Table of Contents

1	PROJECT SUMMARY	1
2	PROJECT SPONSOR	1
3	STAKEHOLDERS AND END USERS	1
4	APPOINTMENT OF PROJECT LEADER	1
5	PROJECT TEAM MEMBERS	1
6	PROJECT METHODOLOGY AND APPROACH	1
7	PROJECT GOVERNANCE	1
8	PROJECT SCOPE & DELIVERABLES	1

1 Project Summary

This project, *JobsAustralia.tech*, is the creation of a job matchmaking website that aims to serve job seekers, and employers.

By utilising a matchmaking algorithm, the website allows employers to list the skills, experience, and level of education they are looking for in a potential employee. Job seekers can register their skills, education, and experience. The system then matches job seekers with jobs accordingly.

Conversely, the system matches job seekers who have applied to a job (applicants) to the employer.

The Royal Melbourne Institute of Technology (RMIT) is offering this project in order to make it easier for job seekers, especially students or graduates to find the right jobs that match their preferences and the real fields that they are passionate to choose as their career. The projects also aims to help the employers to find the potential employees out of the bundles of resumes they may have received.

The main deliverables of this project are as follow:

- Permit users to register
- Provide the necessary transactions for data entry
- Provide appropriate matching algorithms
- Operate from desktops and mobile devices
- Provide appropriate admin functionality

The project has to be completed within 12 weeks and requires 2 meetings each week.

2 Project Sponsor

The project sponsor is Homy Ashrafzadeh, the representative of the course, COSC2408 Programming Project 1, offered by the Royal Melbourne Institute of Technology (RMIT). RMIT is a global university which specialises in technology, design and enterprise. It is one of Australia's original tertiary institutions and has great reputation internationally for its excellence in professional and vocational education, as well as applied research, and engagement with the needs of industry and the community. RMIT often creates events and projects to help students learn more and gain real work experience, they are also great at making students job-ready.

3 Stakeholders and End Users

The key RMIT stakeholders are Homy Ashrafzadeh, the representative of RMIT, also known as the project supervisor. As the representative of the sponsor, Mr. Ashrafzadeh has to make sure he gives out the clear and understandable specifications for the project, he is also responsible for supervising the overall of the project. The project team including Ozlem Kirmizi, Kim Luu, Aaron Horler, Melissa Nguyen and Dennis Mihalache is responsible to develop and deliver the project on time and meet all of the requirements.

The End-Users of this project are employers and employees within the field of Information Technology, the project would make the recruitment process easier and save time and resources for both IT employers and employees.

4 Appointment of Project Leader

Through discussion, we all agreed to appoint Dennis Mihalache to Project Leader and Scrum Master for the project of developing jobsaustralia.tech.

Dennis has experience in scoping and delivering projects through both university and external projects. His wide knowledge of different languages and platforms would help leading all aspects of the project. He also has strong communication skills which would be essential when being the team representative discussing with the project supervisor.

5 Project Team Members

The project team members and their respective roles are:

Member	Role
Ozlem Kirmizi	Team Member.
Aaron Horler	Team Member.
Kim Luu	Team Member.
Melissa Nguyen	Team Member.
Dennis Mihalache	Project Leader/Scrum Master.

Every team member, and the product leader, will fulfil the roles of researcher, developer and tester.

6 Project Methodology and Approach

The project team will take an agile approach for delivering the project by implementing SCRUM.

Agile: Agile software development refers to a group of software development methodologies based on iterative development, where requirements and solutions evolve through collaboration between self-organizing cross-functional teams. Agile methods or Agile processes generally promote a disciplined project management process that encourages frequent inspection and adaptation, a leadership philosophy that encourages teamwork, self-organization and accountability, a set of engineering best practices intended to allow for

rapid delivery of high-quality software, and a business approach that aligns development with customer needs and company goals.

Scrum: Scrum is a subset of Agile. It is a lightweight process framework for agile development, and the most widely-used one.

A “process framework” is a particular set of practices that must be followed in order for a process to be consistent with the framework. (For example, the Scrum process framework requires the use of development cycles called Sprints, the XP framework requires pair programming, and so forth.)

“Lightweight” means that the overhead of the process is kept as small as possible, to maximize the amount of productive time available for getting useful work done.

(Source: <https://www.cprime.com/resources/what-is-agile-what-is-scrum/>).

*mention change, sprint, mockup

The table below includes our core project tools, and a description of their intended use.

Tool	Description of use
Trello	Project management. Trello is an online Kanban-type organisation system, and will assist heavily with our Agile project.
GitHub	Code management. https://github.com/jobsaustralia
Google Drive	Collaborative document writing, and file sharing.
Facebook	Communication and general management. We will use a Facebook group, and Facebook Messenger, for group communication.

The table below includes our core project technologies, and a description of their intended use.

Technology	Description of use
Laravel 5.4/5.5	PHP framework.
PHP 7.1	Server-side scripting language.
MySQL 5.7	Database management system.
Apache 2.4	Web server software.
Ubuntu 17.04	Linux-based operating system that runs on the server.

7 Project Governance

The Governance model is as follows:

Internal project management will involve biweekly meetings; each week will consist of a face-to-face meeting of team members with the project supervisor as well as an informal online meeting held on Facebook or Google Hangouts. All team members are responsible for project governance. Any issues the team members have will be raised online and discussed during the meetings to reach a conclusion. The project supervisor will be emailed for further clarity on issues and/or will be asked about these issues during the face-to-face meeting. The project leader will report about the current status of the project to the project supervisor weekly. The scrum master will make sure that the scrum processes are being followed accurately. If needed, they will provide support throughout the project. All deliverables will be submitted timely and signed off by the project sponsor.

As with any project, there will be issues and risks that the team needs to manage. All team members will assess risks by using the Risk Register. When a risk has been identified, team members will describe the risk and examine its impact and likelihood. They will outline the mitigation strategies and contingency plan to control the risk. Any other issues will be discussed with the project leader. If the issue or risk cannot be apprehended, it will be escalated to the project supervisor for further examination.

To control the scope of the project, the team will implement guidelines. These guidelines will be followed by all team members to manage scope creep:

1. **Understand project objectives**
All team members must understand the overview of the project and what needs to be delivered.
2. **Proper communication**
Through attending two meetings each week and if there are any concerns, asking questions or for help from the project leader/scrum master and other team members.
3. **Define deliverables**
Discussing the deliverables and how to approach the requirements to successfully submit on time and with the utmost quality.
4. **Complete project schedule**
The project will be broken down into milestones and the tasks must be completed on time.
5. **Assign resources**
All team members will be assigned a task and if the task cannot be completed within three days, it must be given to another team member to complete.

8 Project Scope & Deliverables

The functionalities included in the scope of the project are:

- As a job seeker:
 - Permit users to register, login and logout.
 - Permit users to create a profile, view profile and edit profile.
 - Permit users to display information from their Github account.
 - Permit users to delete account.
 - Permit users to view a job and find matching jobs by filters.
 - Permit users to apply for a job.
 - Permit users to upload or delete a resume.
- As an employer:
 - Permit users to register, login and logout.
 - Permit users to create a profile, view profile and edit profile.
 - Permit users to post, edit and delete a job.
 - Permit users to view application.
 - Permit users to accept or reject a job application.
 - Permit users to view applicant's resume.
 - Permit users to view relevant GitHub repositories from an applicant.
- Provide the necessary transactions for data entry.
- Provide an appropriate matchmaking algorithm.
- Operate from desktops and mobile devices, across all platforms.
- Provide appropriate admin functionality.

The following list includes functionality that we have defined as out of scope:

- Ability for users to communicate freely via direct messaging.
- Ability for users to schedule external meetings and interviews.

Our project deliverables include a functioning web-based job matchmaking application, and product documentation. These deliverables will be signed off by the project sponsor.