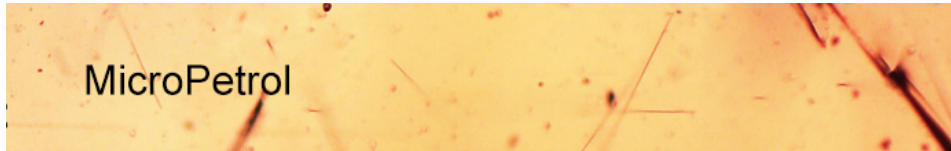


Project Charter

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June 16, 2019





Project Charter: Migrating Microsoft Access Database to Oracle Database 11g

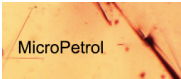
***MicroPetrol Incorporation
Engineering Branch***

Initiation Phase



Document Change Control

Revision Number	Date of Change	Author(s)	Description of Change



Authorization

This section contains the main stakeholders and their roles. Any change to this document will be updated and submitted for re-approval. Names below are not real and constructed for the sake of this document only. (Canada)

Full name

Sarah James

Executive Director, MicroPetrol Inc.

Date

Full name

Natalie Howe

Sponsor/Highway Department Manager, MicroPetrol Inc.

Date

Full name

Omnielle Halton

Project Manager, MicroPetrol Inc.

Date

Full name

Lee Yun

Client Business Consultant/Contractor, MicroPetrol Inc.

Date

Full name

Shane Williams

Software Engineer, Zuri Web Development Contracts

Date

Project Purpose and Rationale

Microsoft Access is a database management system that uses Microsoft Jet database and has a friendly graphical user interface. For many decades, it has been a powerful tool to store large amounts of information effectively and efficiently. The MicroPetro Inc. has been utilizing this type of relational database since its early versions such as version 2007, 2010 and the latest 2016 or as known as 365. This benefits some groups and clients who require only a small, low-traffic system that is mobile and with few concurrency features. Since MicroPetro is keeping up to date with technology and has rolled out MS Windows 10 recently, a number of problems have occurred. There have been some incompatibility issues running Windows 10 and Microsoft Access as the updates have been triggering crashes. This has been occurring for a number of months so far and has been jeopardizing and delaying the work of both staff and clients. After contemplating a few other potential solutions, it has been suggested that migrating all Access databases to Oracle Server 11g should be more stable and would offer a better solution to the issues above.

Project Objectives

Benefits of conducting a migration from MS Access to Oracle Server 11g include:

- Eliminate network crashes and issues e.g. slow connection, heavy traffic, user concurrency and record locking.
- Eliminate the dependency of MS Access on other services such MS Windows updates, MS Office updates or network configurations.
- Provide a centralized long term solution to store data in a space that has the capacity to accommodate huge and simultaneous traffic.
- Provide a stable environment that has a support community and up to date solutions.
- Provide additional security and login features.

Team Members – Roles and Responsibilities

Project Role	Responsibilities	Assigned to
[Project Manager]	Organization, control and delegation of tasks	Omnielle Halton
[Business Analyst]	Coordination and facilitation of communication	Kelly Clark
[Technical Analyst]	Maintenance of MS Access front end	Stan Lee
[Software Engineer]	Migration of MS Access back end	Shane Williams

Project Facilities and Resources

Shane Williams is a new contractor who will be the main person implementing the migration and will need a new space in the office, a new user account, access to the original Access database, Oracle Server and other needed resources such as Slack, SharePoint and JIRA. Kelly is responsible for obtaining the above for Shane.

Project Scope

The scope of work for this project include:

- Splitting Access database into front-end and back-end (i.e. interface and background tables).
- Migrate tables and data from the back-end to Oracle Server 11g.
- Maintain the front-end and ensure it consistently functions well under the circumstances.
- Backup all databases.
- Migrate to TST, DEV and then PROD environment of Oracle Server 11g.
- For each environment, conduct user testing and verification to ensure smooth and proper migration.
- Ensure Clients' workstations are configured and set up properly to connect to the new system.

Scope Exclusions

The following is excluded from the scope of the project: the front-end of the database or as known as the interface is going to be residing on Microsoft Access and will not be transformed to a web application (online interface).

Project Constraints

NO	Constraint
1	Project must be successfully delivered by the its due date – 6 months from the start of the project August 2 nd , 2019.
2	Project must operate under a budget of \$500,000 and provide all features and functionalities stated in this charter in the following planning phase.
3	Privacy Impact Assessments (PIA) must be completed before any involvement in the project
4	The vendor “Zuri Web Development Contracts” is contracted for 6 months from the start of the project.

Project Assumptions and Initial Risk Assessment

The following are some assumptions that cannot be verified at the time this charter is created and will need to be validated in the planning process in order to mitigate risks:

- Microsoft Windows 10 is pushing new updates that are causing crashes and issues in Microsoft Access.
- Microsoft Window 10 is pushing new MS Access updates that are causing crashes in Microsoft Access.
- There exists temporary work-around for working with current Microsoft Access, however this has not been validated to be a proper solution for the end users.
- Microsoft recognizes the issue at hand and promises to work on it, yet there are no solutions 10 months after the issue has begun.

No	Risk	Probability	Impact	Risk Management Plan
1	Solution fails to meet the intended goals and objectives	Medium	High	In early phases, spend enough time analyzing whether this will be a proper solution by tracing the trigger of the issue if it is introduced in the front or back end. If the issue is triggered in the front end where queries and objects reside, the solution may not be a good fit. Otherwise, if It is occurring in the back end then it is a good candidate to proceed with; however, further analysis is needed.
2	More time needed to implement the solution	Low	Medium	Carefully plan schedules, meetings, releases and milestones and ensure deliverables are produced on time at each phase of the project's life cycle.

(Canada)

Governance and Logistics

	Description	Accountability
Governance Group <ul style="list-style-type: none"> • Sarah James • Natalie Howe • Omnielle Halton • Lee Yun • Shane Williams 	<p>This group makes important key decisions and ensure overall maintenance and continuity of the project.</p>	<ul style="list-style-type: none"> • Approves project charter and planning. • Approves financial decisions. • Observe project's progress and monitor risks. • Escalate concerns when needed

Project Group <ul style="list-style-type: none"> • Omnielle Halton • Kelly Clark • Stan Lee • Shane Williams 	<p>This group implements the different aspects of the project and delivers a product at the end.</p>	<ul style="list-style-type: none"> • This group collaborates to execute decisions and manage the different aspects of the project such as finance, risks, changes, documentation and impacts. • Project manager lead the project plan and ensures work streams are completed. PM also escalates any concerns to the governance group.
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There will be a half an hour project governance meeting every other week to go over the project at a high level and to discuss risks, issues, decisions and any changes that could have an impact on the project. The audience of such meetings will include the governance group and if the project is at stake, these meetings will run weekly.

Stakeholder Analysis

Stakeholder Name	Impact <i>How much does the project impact them? (Low, Medium, High)</i>	Influence <i>How much influence do they have over the project? (Low, Medium, High)</i>	What is important to the stakeholder?	How could the stakeholder contribute to the project?	How could the stakeholder block the project?	Strategy for engaging the stakeholder
Sarah James	High	High	Project is in progress towards fulfilling the requirements and needs of the client	Approval of finances and other documentation, responds to escalation and concerns	New legislations don't approve current project's standards	Bi-weekly meetings
Natalie Howe	High	High	Receive the desired product and ensure all objectives	Provide feedback and communicate clearly with all members of	Concerns or complaints about progress, communication	Bi-weekly meetings to discuss concerns and receive feedback

			and goals of the project are met	the project; set expectations and goals	n or the quality of received components of the project	
Omnielle Halton	High	High	Careful planning and ensure successful completion of work streams	Organization and monitoring of both low and high level progress of the project; control and management of all aspects of the project	Disruption of resources e.g. impact by natural hazards or absence of a key team member	Bi-weekly & weekly meetings
Lee Yun	Medium	Medium	Ensure implementation of the project is within the given budget	Provide financial advice, estimates and analysis of all resources available and needed as well	Bills not paid, additional funding required but not approved	Bi-weekly meetings
Shane Williams	High	High	Deliver a successful product	Apply skills to implement upgrade and collaborate with Stan to fix and debug issues	Technological barriers e.g. solution is not feasible	Weekly meetings
Kelly Clark	low	low	Facilitate communication among team members	Coordinate meetings, communication and ensure all resources are available to the team in order to perform their jobs		Weekly meetings

Stan Lee	low	Medium	Work side by side with Shane to deliver a successful product	Collaborate with Shane in migrating the database and making sure the front end stays intact	Technological barriers	Weekly meetings
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(Tools4dev)

Stakeholders' Contact Information

Sarah James: 2504178374, sarah.james@micropetrol.ca

Stan Lee: 2504178378, stan.lee@micropetrol.ca

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Shane Williams: 2504178379, shane.willimas@micropetrol.ca

Lee Yun: 2504178371, lee.yun@micropetrol.ca

Omnielle Halton: 2504178372, omnielle.halto@micropetrol.ca

Natalie Howe: 2504178373, natalie.howe@micropetrol.ca

Project References

Document Title	Location (link or path)
JIRA Project website	www.jira.com/micropetrol/access
SharePoint site	www.sp.com/micropetrol/access
Confluence site	www.confluence.com/micropetrol/access

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