

Project Charter

Project Title: Pet Vet Data Entry Website	
Projected Start Date: December 1	Projected Finish Date: February 1
Project Sponsor: Professor Richards	
Project Manager: Birdie Owens	
Project Stakeholder(s): Sara Baker Jordan Lee Deva Rishi Emi Kumar	
Opportunity/Need/Problem Statement The customer, who just inherited a small veterinary office “Pet Vet” from his grandfather, has just realized his grandfather (the former vet) has been in business for years but is still using paper files. The customer (the new veterinarian and owner) hasn’t yet put all their customers and their pets into a database. You have been asked to build a database so that the Pet Vet staff can enter all the customers (and their pets) into tables. You will need to design the database and also a simple data entry page. For now, all the website needs is a home page, a login page for the Pet Vet staff, and a data entry page. Future pages will be out of scope at this time.	
Project Objectives Design the database(s) needed to support the Pet Vet customers and their pets. Then design a web site to support this new business. Gather the requirements and create the site. High level objectives include the site’s ability to: - provide a home page with images of animals and the vet office’s address; - create a log in page that will first let the Pet Vet staff create a logon and password, and then will allow them to log on - design a data entry page that will capture the fields that will be needed for the customer table(s) and pet table(s)	
Success Criteria The project will be deemed a success if it successfully delivers a website as per the objectives and subsequent requirements; comes in on time and to budget; and meets the customers’ needs to their satisfaction.	
Preliminary Project Scope In Scope <ul style="list-style-type: none">○ The design of the database tables and related diagrams and charts;	

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- Design and development of the site with all relevant pages and navigation included.
- Testing of the site

Out of Scope

- Hosting or backup of any files
- Creation of a mobile app

Constraints

- None known

Assumptions

- Only a desktop version of the data entry site will be needed (no mobile or tablet)
- Hosting will take place on a designated server on the premises
- Pet Vet staff will be available to test the new system and will subsequently enter all data after the site goes “live”

Risks

None known.

High-Level Timeline (Deliverables and Milestones)

TBD

Estimated Budget

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Signatures

Project Manager: *Terri Richards*

Date:

Project Sponsor(s): *Birdie Owens*

Date: