**Agile Delivery Services BPA**

**RFQ ID: RFQ993471**

**Pool 1**

**Evidence Item No.: (b)**

**FDA Project Charter**

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| **Project Name:** Food Recall (GSA FDA) – Pool 1 | | |
| **PM:** Brian Skapura | | |
| **Date Submitted:**  6/16/2015 | |  |
| **Estimated Project Start Date:**  6/16/2015 | | **Estimated Level of Effort (LOE) for Development/PM Activities**  **Hours: 320** |
| **Estimated Project End Date:**  7/7/2015 | |
| **Date To Be Fully Deployed:**  7/7/2015 | |
| **Project Overview, Business Need, and Impact:**  To design a website that uses datasets via API from FDA database. The new site will focus on food recalls and will provide historical information to consumers and researchers on the type of food products that are recalled by FDA. Through this site, visitors could gain valuable information that would help them and their families, stay food safe and healthy. | | |
| **Project Scope (including dependencies and constraints):**  To conduct focus group and learn what information/solution would best serve people. To design based on fidings and conduct demo for capturing feedback. To present final design to product owner(s) and receive sign-off. To create wireframes based on approved design and conduct a Usability Test through sample group. To review result and modify according to outcome and responses. To pass design, wireframe and requirements to developing team for coding purposes. | | |
| **Release Type:** | **Development Methodology:** Agile | |

1. **Pool 1 Labor Category/assignments**

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| --- | --- |
| **Category / Role** | **Lead Team Member** |
| Category 1 - Product Manager | Brian Skapura |
| Category 3 - Interaction Designer/User Researcher/Usability Tester | Irina Kuzes |
| Category 4 - Writer/Content Designer/Content Strategist | Farshad Broumand |
| Category 5 - Visual Designer | Bill Santry |
| Category 6 - Front End Web Designer | Harry Jones |

1. **Estimated Project Schedule**

| **Project Plan** | **Estimated Date** |
| --- | --- |
| Conduct Focus Group | 6/16/2015 |
| Analyses & Discovery | 6/19/2015 |
| Produce Design Concept | 6/24/2015 |
| Product Owner Sign-Off | 6/26/2015 |
| Generate Wireframe | 6/29/2015 |
| Conduct Usability Testing | 6/30/2015 |
| Modify Design Concept | 7/02/2015 |
| Demo to Product Owner | 7/06/2015 |
| Submit all artifcats | 7/07/2015 |

1. **Preliminary Risk Identification**

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| **Risk** | **Description** | **Impact** |
| Requirements Inflation | As the project progresses, features that were not identified at the beginning of the project could emerge. | Change in estimates and timelines within project schedule. |
| Inherent Schedule Flaws | Software development, given the intangible nature and uniqueness of software, is inherently difficult to precisely estimate and schedule. | Impact on potentially meeting targeted project schedule dates. |
| Intricate Process for Securing Client Approvals | Delays in or inability to receive approvals in a timely manner. | Impact on potentially meeting targeted project schedule dates. |

1. **Configurable Items (CI) Impacted**

Not applicable.

1. **User Stories/Sprint Plans for Agile Projects**

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| **Jira Ticket** | **User Story Title** |
| GSA1-11 | Draft Front-End Template Page Design |
| GSA1-10 | Single Page Template Mockup on Food Safety Recall |
| GSA1-9 | Conduct Review Session To Collect Feedback |
| GSA1-8 | Update Single Page Mockups Based on Feedback/Recommendations |
| GSA1-7 | Evaluate and Determine Required Components for Final Design |
| GSA1-6 | Developing Prototype on Single Page Site for FoodRecall.Com |
| GSA1-5 | Creating Graphics to Support Prototyping for FoodRecall.com |
| GSA1-4 | Make New Mockups for the Homepage |
| GSA1-3 | Creat Live Prototype Based on Approved Mockups |
| GSA1-2 | Incorporating Tag Cloud into Homepage |
| GSA1-1 | Design (Pool 1) FoodRecall.us |