**Agile Delivery Services BPA**

**RFQ ID: RFQ993471**

**Pool 2**

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

**FDA Project Charter**

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| --- | --- | --- |
| **Project Name:** Food Recall (GSA FDA) – Pool 2 | | |
| **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: 640** |
| **Estimated Project End Date:**  7/7/2015 | |
| **Date To Be Fully Deployed:**  7/7/2015 | |
| **Project Overview, Business Need, and Impact:**  To develop a prototype 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 capture requirements and produce design concept. Followed by creating design mockups and presenting to product owner(s) for feedback and/or sign-off. To code and develop the prototype and conduct a Usability Test using sample group. To review result and modify according to outcome and responses. To coordinate deployment package and push to live environment. | | |
| **Release Type:** | **Development Methodology:** Agile | |

1. **Pool 2 Labor Categories/ assignments**

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| --- | --- |
| **Lead Team Member** | **Category / Role** |
| Ferdouse Khaleque | Category 2 - Technical Architect |
| Harry Jones | Category 6 - Front End Web Developer |
| Brian Skapura | Category 7 - Backend Web Developer |
| Chris Scott | Category 8 - DevOps Engineer |

1. **Estimated Project Schedule**

| **Project Plan** | **Estimated Date** |
| --- | --- |
| Analyze Requirements | 6/16/2015 |
| Discovery Phase | 6/19/2015 |
| Create Design Mockup | 6/24/2015 |
| Demo & Sign-Off | 6/26/2015 |
| Code for Development | 6/29/2015 |
| Conduct Usability Testing | 6/30/2015 |
| Modify Prototype | 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. |
| 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**

* AWS server
* MySQL database
* Code

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

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| **Jira Ticket** | **User Story Title** |
| GSA2-57 | Heat Map on the Landing Page Carousel needs to be centered |
| GSA2-56 | GSA2-32 Google Chart Under Heat Map |
| GSA2-55 | GSA2-33 Multiple Device Performance |
| GSA2-54 | GSA2-33 Cross Browser Compliance |
| GSA2-53 | GSA2-28 Search "State" Field |
| GSA2-52 | GSA2-28 Search "Severity" Field |
| GSA2-51 | GSA2-28 Search "Reason for Recall" Field |
| GSA2-50 | GSA2-28 Search "Product" Field |
| GSA2-49 | GSA2-32 Site-Footer |
| GSA2-48 | GSA2-32 Site-508 Compliance |
| GSA2-47 | GSA2-32 Homepage-Data Search Section |
| GSA2-46 | GSA2-32 Homepage-Heat Map |
| GSA2-45 | GSA2-32 Homepage-Arrow Circle Down Button |
| GSA2-43 | GSA2-32 Carousel Search Link |
| GSA2-42 | GSA2-32 Carousel-TOTAL RECALLS TO DATE |
| GSA2-41 | GSA2-32 Homepage-Navigation Carousel |
| GSA2-40 | GSA2-32 Homepage-Subscribe Button |
| GSA2-39 | GSA2-32 Site Banner |
| GSA2-38 | Develop PHP Code to Pull from the Database |
| GSA2-37 | Create Baseline Template |
| GSA2-36 | Incorporating Tag Cloud into Homepage |
| GSA2-35 | Create Live Prototype Based on Approved Mockups |
| GSA2-34 | Make New Mockups for the Homepage |
| GSA2-33 | Verify FoodRecall Responsive Design |
| GSA2-32 | Verify Landing Page Components |
| GSA2-31 | Set up Jira Account for GSA Project |
| GSA2-30 | Connect Github to Dev Test Environment for Build Integration |
| GSA2-29 | Set Up Development and Test Environment on Amazon Cloud Service |
| GSA2-28 | Verify Search Filters |
| GSA2-27 | Homepage-Stay Connected with YouTube |
| GSA2-26 | Homepage-Stay Connected with Twitter |
| GSA2-25 | Draft Test Cases on Components for FoodRecall.Com Based on Requirements |
| GSA2-24 | Create and Display Result Output Based on Query Statements |
| GSA2-23 | Building Database Query Statements for all Search Filters |
| GSA2-22 | Upload Dataset Into Database for Foodrecall.Com |
| GSA2-21 | Create Database Environment for Foodrecall.Com |
| GSA2-20 | Insert Content and Images into Template Page for Foodrecall.Com |
| GSA2-19 | Code and Develop Page Template for FoodRecall.Com |
| GSA2-18 | Set Up GetHub Repository for Project Development |
| GSA2-17 | Creating Graphics to Support Prototyping for FoodRecall.com |
| GSA2-16 | Developing Prototype on Single Page Site for FoodRecall.Com |
| GSA2-15 | Evaluate and Determine Required Components for Final Design |
| GSA2-14 | Update Single Page Mockups Based on Feedback/Recommendations |
| GSA2-13 | Conduct Review Session To Collect Feedback |
| GSA2-12 | Single Page Template Mockup on Food Safety Recall |
| GSA2-11 | Draft Concept Information Architecture for FoodRecall.com |
| GSA2-10 | Study Datasets to Identify Relevant Categories |
| GSA2-9 | Design GSA Page |
| GSA2-8 | Develop GSA Page |
| GSA2-7 | Quality Assurance |
| GSA2-6 | Gather Requirement |
| GSA2-5 | Develop |
| GSA2-4 | Draft Front-End Template Page Design |
| GSA2-3 | Generate User Stories |
| GSA2-2 | Generate Epics |
| GSA2-1 | Identify Project Scope and Produce Requirements |