CypressXM

**PROJECT CHARTER DOCUMENT**

**Prepared by Senior Project Team**

Atlantis

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**College of Engineering and Computer Science**

**Department of Computer Science**

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**Date**: 5/7/2019

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**1.0 INTRODUCTION**

This is the Project Charter document for the CypressXM Business Card Builder project for Adam Waring, CEO of Cypress Information Services LLC.

This project is being undertaken by the Team Atlantis development team. The team is comprised of undergraduate students majoring in Computer Science at California State University, Sacramento. The team members are enrolled in a two-semester senior project course required of all undergraduate majors. Successful delivery of the desired software product will fulfill the senior project requirement for the student team members.

**PROJECT PRODUCT OWNER**

Name: Adam Waring

Title: CEO

Company or Organization name: Cypress Information Services LLC.

Contact information: (415) 746-0117, [adam@nuwavelegaldocuments.com](mailto:adam@nuwavelegaldocuments.com)

**Team Atlantis DEVELOPMENT TEAM**

Andrew Wright – (916) 607-9949, [andrewwright@csus.edu](mailto:andrewwright@csus.edu)

Jason Phillips – (209) 996-8040, [jasonphillips@csus.edu](mailto:jasonphillips@csus.edu)

Nathan Walker – (541) 225-8265, [nathanwalker@csus.edu](mailto:nathanwalker@csus.edu)

Roberto Ochoa-Sanchez – (510) 213-5721, [robertoochoa-sanche@csus.edu](mailto:robertoochoa-sanche@csus.edu)

Steven Xiong – (916) 430-7632, [snxiong@hotmail.com](mailto:snxiong@hotmail.com)

Teresa Ramirez – (916) 519-3452, [teresa.ramirez8@gmail.com](mailto:teresa.ramirez8@gmail.com)

**1.1 Purpose**

The purpose of this document is to formally provide information regarding the project product owner, the academic nature of this project, and information about the team working on this project. Along with providing information about the project, the goal of this document is to create an understanding of what is to be expected from this project. Important information outlined in this document include a brief overview of the project, descriptions of needs, assumptions, constraints, and goals that will describe the product that this team is submitting, and information regarding various disclaimers.

**1.2 Overview**

As previously mentioned, this document will cover topics such as the project product owner, the academic nature of the project, product owner and team approvals, and two appendixes. Section 2, Project Product Owner And Product Owner need, provides information about the product owner and what they desire from the project that this team is working on. This section provides an idea of what to expect from the product that Team Atlantis is building. Section 3, Academic Nature of the Project, describes goals and various disclaimers. This section will provide information of what we wish to accomplish throughout the development lifecycle of this project and what were some of the limitations we will/might encounter. Section 4, Product Owner and the Team Atlantis Team Approvals, simply provides an approval document. This document is briefly specifies what is being agreed to between the Team Atlantis and the Product Owner, Adam Waring. The final two sections, Appendix A and Appendix B, include resumes from each team member, and responsibilities that are assigned to each team member. This section provides information about each team members qualifications regarding this project and the responsibilities that each team member will adhere to.

**2.0 PROJECT PRODUCT OWNER AND PRODUCT OWNER NEED**

**2.1 Product Owner Identification**

The product owner for this project is Cypress Information Services LLC. Primary contact is Adam Waring, CEO of the CypressXM company.

**2.2 Product Owner’s “Business”**

CypressXM provides companies and businesses, such as public libraries, an easy to use resume building website. This website allows users to create a resume in three simple steps without having to write or format it. It is designed to save users time and help them produce a professional resume despite having little to no knowledge on resume writing.

**2.3 Description of the Need**

The client needs a business card creation system for the Cypress Resume website. This card creation system will serve as a supplement to the Cypress resume, cover letter, and reference sheet creator. The user would log-in using their library information and make the choice to create their card. Previously entered information from the user’s profile and other Cypress documents would be transferable to the card creation form. Users without a Cypress profile would still be able to create their card, but their information would not be saved after logging out of their library account.

**2.4 Assumptions and Constraints**

The project will be developed until December 2019. Development after stated date is left to the discretion of the Developers. Developers expect to finish the project by stated data, but in failure to do so, the project shall be delivered as-is with no guarantees.

Developers should not incur any fees or costs during development. Any fees or costs during development are the responsibility of the Developers to pay.

The project shall be developed so that it may be directly added onto the existing Product Owner’s website. The project will be runnable on both desktop and mobile hardware.

**2.5 Limiting Conditions**

Developers will have finished the project once a business card interface has been completed that allows users to export their creation. Any external printing service add-on to the business card creation website form would be an optional implementation by the Product Owner.

Developers expect timely and consistent feedback from the Product Owner throughout the development to prioritize requirements, review and approve work done, and to inform the Developers of any changes that might occur.

**3.0 ACADEMIC NATURE OF THE PROJECT.**

**3.1 Goals.** The senior project experience is designed to accomplish three goals:

1) To develop and deliver a web application that can benefit the customers that will be using the web site.

2) To gain experience in collaborating with others and clients in creating a project.

3) To provide the senior project team with a learning experience in which an agile software development methodology (SCRUM) will be used for the development of a Product Owner proposed software system.

**3.2 General Disclaimer**

All students majoring in Computer Science at CSUS are required to complete a two semester, senior project. The project proposed, One Log On, is expected to fulfill this requirement for the project team of Andrew Weight, Nathan Walker, Jason Phillips, Roberto Ochoa-Sanchez, Teresa Ramirez, and Steven Xiong. The intent of senior project and therefore the team is to deliver a high-quality product that meets the Product Owner’s expectations. However, neither the students, faculty adviser, nor CSUS can be held responsible for any errors in the delivered software product, failure to meet any of the specified requirements, or failure to deliver the software.

Furthermore, due to the academic nature of the experience and its requirement for graduation, students cannot be paid for the work associated with the project.

**3.3 Support Limitations.**

Upon completion of the project and delivery of the proposed software, neither the team, Atlantis, nor any representative of CSUS is obligated to provide software maintenance or additional support. If additional support is needed, it is at the discretion of the Developers to provide additional support.

**Ownership of the Product**

Steven Xiong, Jason Phillips Jr., Nathan Walker, Teresa Ramirez, Roberto Ochoa-Sanchez, and Andrew Wright maintain nominal ownership of the software and the Product Owner, CypressXM, will receive all specified documentation along with the software, including both source and executable code. Also, the CSUS Computer Science Department reserves the right to use the documentation and product as examples of student work.

**3.4 Other Disclaimers.**

The resulting software requires a running server and a database to be utilized. The Developers are not responsible for providing a server or database for the software to run on. Procuring a server and database may result in additional costs for the Product Owner.

**4.0 PRODUCT OWNER AND THE ATLANTIS TEAM APPROVALS**

Team Atlantis and Cypress Resume owned by Adam Waring, agrees to collaborate on the development of a business card generator web application to be added to CypressResume.com. In addition, Adam Waring the owner of CypressResume.com agrees to have necessary regular meeting beginning in February 2019 to discuss the progress of the project and any potential changes that needs to be made.

**4.1 Project Charter Approvals**

The following signatories agree to the terms and conditions as specified in the Project Charter.

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| **Product Owner** (*signature*)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company, Agency, Non-profit or other affiliation |

**Team Name: Team Atlantis .**

**Team members** (signatures)**:**

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**Date:**  **May 4, 2019 .**

**APPENDIX A. Project Team member resumes**

**Steven Xiong:**

Contact Information:

* Phone: (916)430-7632
* E-mail: [SnXiong@hotmail.com](mailto:SnXiong@hotmail.com)

Education:

* Bachelor of Sciences, Computer Science Fall 2019

California State University Sacramento

Certification:

* CompTIA Network+ August 2018

Skills:

* Programming languages: Java, Verilog, SQL, C/C++, HTML, CSS
* Built multiple desktop computers from scratch

Work Experience:

* Sacramento State University, IT Assistant 4/2016 - 12/2016
  + Provide IT services for students and professors
* FedEx Smartpost, Arrival & Departure Clerk I 9/2009 - 10/2014
  + Managed logistics operations of customer packages

Project:

* Media Server
  + Computer uses the PLEX software which allows any wireless device connected to the LAN to have easy access to the Library of Media inside the server.
* Hamming Code Encoder
  + A bit encoder that can encode a string of bits into a specific code scheme that can be detected if it has been corrupted when it is sent over the network.

Awards and Affiliations:

* FedEx Smartpost Perfect attendance record 2010, 2011, 2012, 2013, 2014
* FedEx Smartpost Team member of the month, March 2011
* Member of Computer Technology Club, Sacramento State University

**Jason Phillips**:

Contact Information:

* Phone: (209) 996-8040
* E-mail: JasonTPhillipsJr@gmail.com

Education:

* Bachelor of Sciences, Computer Science Fall 2019

California State University Sacramento

Skills:

* Programming languages: Java, C, Python, SQL, PHP
* Bilingual (Spanish)
* Experience making/running network cables

Work Experience:

* Stanislaus County Library 2014
  + Library Assistant
* KFC 2015
  + Cashier
* Target 2017
  + Stock Clerk
* Office Depot 2017
  + Tech support
  + Cashier
* Upper East Side Lofts 2016-2019
  + Resident Advisor
  + Maintenance

Project:

* Designed and developed a web application using PHP and a MySQL database.
  + Worked with a team of 5
  + Created the login, logout, and register pages and functionalities, along with the database and the survey portion of the web app.

Awards:

* Dean’s Honor Roll: 2015, 2017, 2018

**Roberto Ochoa-Sanchez:**

Contact Information:

* Phone: (510) 213-5721
* E-Mail: [xthisisochoa@gmail.com](mailto:xthisisochoa@gmail.com)

Education:

* Bachelor of Sciences, Computer Science Fall 2019

California State University Sacramento

Skills:

* Programming Languages: Java, C++, SQL, Scheme

Work Experience:

* Sacramento State, Student Assistant February 2019 - Present
  + Graded 4 programming assignments from 40 students in various programming languages (Java, Scheme, Perl)
  + Attended regular meetings with course professors to share information of progress towards the approach and completion of graded work.

Post Graduation goals:

* To attain a career in a Cyber-Security position

Project and Teamwork Experience:

* Search Application Development
  + Worked with a team of five other students to create a GUI that implemented search functionality to scour a database of text documents.

Awards and Affiliations:

* Dean’s Honor Roll Fall 2017 - Fall 2018
* Member of MEP at Sacramento State University Fall 2017 - Present

**Teresa Ramirez:**

Contact Information:

* Phone: (916)519-3452
* E-mail: [teresa.ramirez8@gmail.com](mailto:teresa.ramirez8@gmail.com)

Education:

* Bachelor of Sciences, Computer Science Fall 2019

California State University Sacramento

Skills:

* Programming languages: Java, Verilog, SQL, C
* Bilingual (Spanish)

Work Experience:

* Sacramento Public Library
  + On-Call Library Assistant 06/2014 - Present
    - Interact with patrons to facilitate their use of services provided
  + Book Shelver 12/2011 - Present
    - Work in a team environment to maintain the library’s collection

Project:

* Web Application
  + Worked with a team and a client to produce a web app using html, php, and an sql database

Awards and Affiliations:

* Director of Outreach: Society of Hispanic Professional Engineers 2018 - Present
* Scholar: National Action Council of Minorities in Engineering 2017 - Present
* Member: Society of Hispanic Professional Engineers 2016 - Present
* Member: MESA Engineering Program 2016 - Present
* Member: Association of Computing Machinery 2016 - 2017

**Nathan Walker:**

Contact Information:

* Phone: (541) 225-8265
* E-mail: walkernathan55@yahoo.com

Education:

* Bachelor of Sciences, Computer Science

California State University Sacramento

Skills:

* Microsoft: Word, Excel, PowerPoint
* Computer Languages: C, C#, Java, SQL
* IDEs: Eclipse, Visual Studio
* Code Editors: Notepad++, Visual Studio Code

Course Experience:

* Computer Software Engineering: In a team of seven to plan, document, and develop a program for the College of Engineering & Computer Science, which utilized a SQL database. (2017)
* Senior Project: In a team of six to plan, document, and develop a modern looking web-based application for a client, which utilizes an HTML5 canvas, a PHP image library, and a database. (2019)

Accomplishments/Achievements:

* Awards: Dean’s Honor Roll (2015)
* Clubs/Programs: MESA Engineering Program (2014-2019)

**Andrew Wright:**

Contact Information:

* Phone: (916) 607-9949
* E-mail: acw3349@yahoo.com

Education:

* Bachelor of Sciences, Computer Science Fall 2019

California State University Sacramento

Skills:

* Programming languages: C, C++

Work Experience:

* Sacramento City College Financial Aid Office 2006-2018
  + Student Help Financial Aid Assistant 2006-2015
  + Temporary Financial Aid Clerk I 2015-2018

**APPENDIX B.** The following statement of rights and responsibility provides the context for the commitment to collaboration between Cypress Resume, Adam Waring, Steven Xiong, Jason Phillips, Roberto Ochoa-Sanchez, Teresa Ramirez, Nathan Walker, and Andrew Wright.

**As a project’s Product Owner, you have the right to:**

1. Expect the team to speak your language.
2. Expect the team to learn about your business and your objectives for the system.
3. Expect the team to structure the requirements information you present into a software requirements specification.
4. Have the team explain requirements work products.
5. Expect the team to treat you with respect and to maintain a collaborative and professional attitude.
6. Have the team present ideas and alternatives both for your requirements and for implementation.
7. Describe characteristics that will make the product easy and enjoyable to use.
8. Be presented with opportunities to adjust your requirements to permit reuse of existing software components.
9. Be given good-faith estimates of the costs, impacts, and trade-offs when you request a requirement change.
10. Receive a system that meets your functional and quality needs, to the extent that those needs have been communicated to the team and agreed upon.

**As the project’s product owner, you have the responsibility to:**

1. Educate team about your business and define jargon.
2. Spend the time to provide requirements, clarify them, and iteratively flesh them out.
3. Be specific and precise about the system’s requirements.
4. Make timely decisions about requirements when requested to do so.
5. Respect developers’ assessments of cost and feasibility.
6. Set priorities for individual requirements, system features, or use cases.
7. Review requirements documents and prototypes.
8. Promptly communicate changes to the product’s requirements.
9. Follow the team’s defined requirements change process.
10. Respect the requirements engineering processes the team uses.

Karl E. Wiegers authored these two lists. Each speaks to the need for both the team and the Product Owner to share the responsibility of ensuring the software product that is developed is based on accurate and complete requirements. The two lists along with additional explanations for each item is available at the following web address:

**http://www.processimpact.com/articles/customer.pdf.**