**PROJECT CHARTER TEMPLATE**

GENERAL PROJECT INFORMATION

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| --- | --- | --- | --- | --- |
| PROJECT NAME | | | PROJECT MANAGERS | PROJECT SPONSOR |
| Database Migration from Access to SharePoint | | | Jason Wu, Hyun Soo Lee | Maddalena Romano, Bill Harrison |
| EMAIL | | PHONE | ORGANIZATIONAL UNIT | |
| [Zehong.wu@macaulay.cuny.edu](mailto:Zehong.wu@macaulay.cuny.edu), [hsleenet@gmail.com](mailto:hsleenet@gmail.com) | | 347-274-4302 | NYC DOT Traffic Operations | |
| GREEN BELTS ASSIGNED |  |  | EXPECTED START DATE | EXPECTED COMPLETION DATE |
|  | | | 02/11/2022 | 05/24/2022 |
| BLACK BELTS ASSIGNED |  |  | EXPECTED SAVINGS | ESTIMATED COSTS |
|  | | |  |  |

PROJECT OVERVIEW

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| PROBLEM  OR ISSUE | The current Access database that DOT Traffic Operations uses to keep track of streetlight information makes use of several large and redundant files, requires regular, manual, and dedicated maintenance, has a user-unfriendly interface, and is slow to respond to user input due to the size of the files. |
| PURPOSE  OF PROJECT | The project intends to migrate the contents of the Access database to a more centralized SharePoint database. The new SharePoint database will have superior response times to user input, require less maintenance, and provide for a more user-friendly interface. |
| BUSINESS  CASE | The project will streamline existing Traffic Operations tasks, allow Traffic Ops employees to track assets more efficiently, and allow employees to make policies based on more readily accessible information on these assets. |
| GOALS / METRICS | DOT Traffic Operations keeps track of traffic related hardware such as streetlights and crossing signals. The deliverables of this project will resolve existing shortcomings in the system currently in use by DOT Traffic Operations. |
| EXPECTED DELIVERABLES | The project expects to deliver a SharePoint database containing the data previously stored in the Access database. |

PROJECT SCOPE

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| --- | --- |
| WITHIN  SCOPE | To be determined after ascertaining Business Requirements. |
| OUTSIDE  OF SCOPE | To be determined after ascertaining Business Requirements. |

TENTATIVE SCHEDULE

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| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
| Finalize and Submit Project Charter | 02/07/2022 | 02/11/2022 |
| Carry Out Business Requirements Interview | 02/09/2022 | 02/16/2022 |
| Submit Business Requirements Document | 02/11/2022 | 02/18/2022 |
| Write up Scope Document | TBD | TBD |
| Submit Functional Requirement Document | TBD | TBD |
| Submit Work Breakdown Structure, Gantt Chart, Network Diagram | TBD | TBD |
| Begin Work on Project Deliverables | TBD | TBD |
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RESOURCES

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| --- | --- |
| PROJECT TEAM | The project team consists of the project managers who will work to produce the deliverables. |
| SUPPORT RESOURCES | Due to the technical language used in the Access database, the project team is expected to receive one or more data dictionaries to aid in understanding and migrating the contents of the database. |
| SPECIAL NEEDS | The project team does not currently have any special needs. |

BENEFITS AND CUSTOMERS

|  |  |
| --- | --- |
| PROCESS OWNER |  |
| KEY STAKEHOLDERS | Maddalena Romano, SDG Spring 2022 Director  Bill Harrison, DOT Traffic Ops employee |
| FINAL CUSTOMER | NYC DOT Traffic Operations |
| EXPECTED BENEFITS | Improvements to the DOT Traffic Ops data storage and retrieval system as listed under “Purpose of Project” and “Business Case” sections. |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

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| --- | --- |
| RISKS | This section is intentionally left blank. |
| CONSTRAINTS |  |
| ASSUMPTIONS |  |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | TITLE | DATE |
| Jason Wu | Project Manager | 02/10/2022 |

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