

Portfolio Project

Holberton school Toulouse



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Stage 2 : Project Charter Development

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Project overview

Objectives

- Introduce to the basics of project management by creating a simple yet structured project document.
- Define the project's purpose, objectives, scope, and key elements at a high level.
- Identify and document stakeholders, roles, risks, and other critical aspects.
- Outline a high-level project plan that demonstrates how the project will progress through its various stages.

Importance of this stage

The **Project Charter** serves as the foundation for all subsequent work. It establishes a shared understanding of the project among team members and stakeholders and provides a reference point for decision-making throughout the project lifecycle.

By engaging in this activity, we will:

- Learn to structure and formalize project information.
- Develop clarity on what needs to be accomplished and why.
- Gain experience in identifying risks and roles, which are crucial for effective project execution.

Tips for Success

- **Collaborate Actively:** Ensure our team members contribute to discussions and decision-making.
- **Use Simple Language:** This document is meant for high-level understanding; avoid technical jargon.
- **Review Examples:** Look at simple Project Charter templates to guide structure and content.
- **Start Early:** Don't leave sections for the last minute. Work on them progressively.

Expected deliverables

The Project Charter final document includes:

1. **Project Objectives:** purpose and 3 SMART objectives.
 2. **Stakeholders and Roles:** A list of all stakeholders and a description of team roles.
 3. **Scope:** In-scope and out-of-scope items.
 4. **Risks:** Potential risks with mitigation strategies
 5. **High-Level Plan:** Timeline or phases of the project
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1. Project Objectives

1.1. Objectives SMART

The SMART objective is a specific, measurable, achievable, relevant, and time-bound goal for the project.

1 Attracting institutional funders

S	• Create a showcase page to attract institutional investors
M	• Presence of at least 3 logos/names of institutions (town hall, department, region).
A	• The team masters the integration of simple visual elements: • logos + names, video testimonials, before/after photos...
R	• Relevant because it enhances the association's credibility with funders.
T	• Page online before 07/11/2025.

Note : ★★★★★☆

Justification:

Clear objective, but depends on the responsiveness of institutions to provide their logos and authorizations

Corrective actions:

Use **placeholders** if logos are not received on time; include other partners (private, nonprofit).

2 Organize clothing donations

S	• Set up a counter • clothing donations, people supported
M	• Display the number of beneficiaries + the weight of clothing collected.
A	• Easy to implement • manual entry of clothing donations • automatic entry via the database of those accompanied
R	• Relevant because it shows the concrete impact of the association.
T	• Operational functionality before 07/11/2025.

Note : ★★★★★☆

Justification:

Technically simple objective, depends only on the regularity of input by the Manager

Corrective actions:

Create a simple procedure (Google Sheet or back-office) + provide automatic reminder for weekly updates.

3 Identify and manage workshops and coaching

S	• Create an activities section including calendar, articles and appointment booking.
M	• Minimum 3 published articles, a calendar connected via Weezevent, and at least one appointment with email confirmation.
A	• The team masters front-end/back-end integration • The team depends on the complexity of the Weezevent API + sending emails.
R	• Relevant because it highlights the social role of the association and attracts beneficiaries.
T	• Complete section delivered before 07/11/2025.

Note : ★★★★★☆

Justification:

Relevant but technically more ambitious goal
→ risk of delays.

Corrective actions:

If email automation is too complex: plan for **manual confirmation** ; prioritize agenda + **items** to deliver an MVP.

2. Stakeholders and Roles

2.1. Team – Internal stakeholders

We are directly involved in the development, supervision, and validation of the application. That includes the development team members, tutors providing technical guidance, and the product owner representing the association's needs.

Role	Responsibilities	Members
Project Manager	<ul style="list-style-type: none">- Plan and track project progress- Assign tasks within the team- Communicate with stakeholders- Ensure deadlines are met	Ingrid
Team Lead	<ul style="list-style-type: none">- Coordinate the technical team- Make key technical decisions- Ensure code quality and consistency	Jeffrey
UX/UI Designers	<ul style="list-style-type: none">- Create UI mockups and wireframes- Ensure visual and ergonomic consistency- Design user experience flow	Ingrid & Jeffrey
Backend Developer	<ul style="list-style-type: none">- Develop server-side logic and APIs- Manage the database- Implement business rules	Jeffrey
Frontend Developer	<ul style="list-style-type: none">- Implement user interfaces based on UI design- Integrate front-end with back-end APIs	Ingrid
QA / Tester	<ul style="list-style-type: none">- Write and execute unit and integration tests- Identify and document bugs- Validate software quality	Ingrid & Jeffrey
Documentation Manager	<ul style="list-style-type: none">- Write, structure, and maintain all project documentation- Ensure clarity and consistency in technical and user documentation	Ingrid
Tutor	<ul style="list-style-type: none">- Provide technical feedback- Advise on best practices- Support in case of technical issues	Hugo & Fabien
Product Owner & UI Validator	<ul style="list-style-type: none">- Define business needs- Prioritize features- Validate UI and content- Ensure the application meets the association's objectives	Fariza, Director of Zafira Solidaire
Deployment Manager	<ul style="list-style-type: none">- Deploy the application to the server- Maintain hosting environment- Ensure application is accessible and updated	(To be defined)

2.2. Team – External stakeholders

That concerns the end-users and external parties who will interact with the application once deployed. They represent the beneficiaries of the services, the donors and sponsors supporting the association, and the general visitors accessing the website.

Stakeholder Type	Role Access Level	Responsibilities / Interactions with the Application
Administrators : Association staff	Full access (Dashboard)	<ul style="list-style-type: none">- Manage blog posts and articles- Update workshops, events, and counters- Approve beneficiary accounts- Manage partner/donor logo requests- Monitor user activity statistics
Beneficiary Members : Individuals in professional reintegration	Limited member access	<ul style="list-style-type: none">- Create a personal account (requires admin validation)- Access event calendar and information- Leave testimonials and feedback- Register for events via Weezevent integration (iframe or API)
Partners / Sponsors : Institutions, organizations, funders	Public visibility (no account)	<ul style="list-style-type: none">- Provide financial or institutional support- Appear with their logos/link on the website- Communicate with the President for logo placement
Donors : General public and private donors	Public access (no account)	<ul style="list-style-type: none">- Donate via HelloAsso (direct link)- Contact the association for clothing donations- Appear with their logos/link on the website
General Visitors : Anyone visiting the website	Public access (Homepage)	<ul style="list-style-type: none">- Access public content (home, blog, about, workshops)- Learn about the association's mission and activities- Redirected to professional catalog if interested

2.3. Third-party Services

The application also relies on external services to ensure smooth operations:

- **HelloAsso:** used for collecting online donations. Donors are redirected to HelloAsso without the need to create an account on the application.
 - **Weezevent:** used for event ticketing and registration. Beneficiary members can register directly for events through a Weezevent integration (iframe or API).
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3. Scope

3.1. Objectives

Clearly define what will be delivered: in-scope and what will not: out-of-scope to avoid project drift.

3.2. In-Scope (Included Deliverables)

- **Public Website (Homepage & Public Access):**
 - Presentation of the association (mission, objectives, history).
 - Blog overview (latest 2 articles), link to full blog.
 - Overview of workshops with link to detailed catalogue.
 - “About” section (excluding the founder’s professional catalogue).
 - Events section (upcoming events funded by institutions).
 - Key counters (number of beneficiaries, kilograms of clothing collected, etc.).
 - Sponsors and donors logos with contact instructions (accessible to everyone, located near the footer).
- **Administrator Dashboard:**
 - Manage blog posts and articles.
 - Add/update workshops and events.
 - Update key counters.
 - Manage partner/donor logo requests.
 - Approve beneficiary member accounts.
 - **Basic analytics:** number of connections, total accounts created, simple interaction tracking.
- **Beneficiary Members Access:**
 - Account creation (validated by admin).
 - Event calendar access.
 - Ability to leave testimonials.
 - Event registration via **Weezevent integration** (iframe or API).
- **Donors Access:**
 - Redirect to HelloAsso for online donations.
 - Contact information to arrange clothing donations (accessible to all users).
- **Partners/Sponsors Access:**
 - Display of logos and contact information.
- **General Visitors Access:**
 - Browse public content (mission, blog, workshops, events).
 - Redirect to the founder’s professional catalogue (out-of-scope).

3.3. Out-of-Scope (Excluded Items)

- Professional paid catalogue of the founder (separate website).
 - Native mobile application (only a responsive web application is planned).
 - Advanced analytics (e.g., full user journey tracking, heatmaps, complex reporting).
 - Online clothing donation marketplace (management of deposits/collections is not included).
 - Full automation of workshop registrations (Weezevent integration is simple only, no complete API management).
 - Allow donors and funders to create accounts and manage their logos via HelloAsso API integration.
 - “Community Club” space for members with messaging and activity feed.
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4. Risks

4.1. Potential risks with mitigation plan

Risk	Category	Potential Impact		Mitigation Plan	Probability
1 Short timeline / tight deadlines	Planning	4	Incomplete delivery, end-of-project rush, potential quality issues	Prioritize critical features, include buffer time, follow agile methodology	70%
2 Delays in content delivery (articles, images, texts)	Planning	4	Homepage and blog incomplete, MVP not ready	Set clear deadlines for content delivery, communicate regularly with Fariza for approvals	65%
3 User-generated content management (testimonials)	Security / Organization	2	Inappropriate content or conflicts	All testimonials must be manually validated by the administrator before publication	15%
4 Team member availability	Team	3	Delays in feature delivery	Clear task allocation, realistic planning, continuous communication	60%
5 Dependence on association availability for validations	Team / Organization	3	Blockages on dashboard, UI validation delays	Schedule regular meetings, prepare mockups to speed up validation	50%
6 Poor communication between team members	Team / Organization	3	Confusion, unclear responsibilities, delays	Use project management tools (Trello, Slack), hold short and regular meetings	40%
7 Technological compatibility between frameworks or libraries	Technology	3	Unexpected bugs, integration delays	Validate technologies early, perform integration tests before production	20%
8 Weezevent or HelloAsso integration more complex than expected	Technology / External	3	Delays in event registration or donations	Start with a simple prototype (iframe/redirection), document the API, prepare a backup plan if integration fails	40%
9 Team lacks experience with NestJS or Next.js	Technology / Knowledge	3	Development delays, frequent bugs	Schedule tutorials, allocate learning time, involve technical mentors (Hugo & Fabien), implement testing phases	70%
10 Post-deployment maintenance underestimated	Technology / Planning	2	Difficulty managing bugs and user requests	Plan minimal support after launch, define roadmap for fixes, prioritize critical feedback	50%
11 Backend / database bugs or errors	Technology / Security	4	Malfunctions, data loss	Perform unit and integration tests, conduct code reviews, maintain regular backups	45%
12 Application security (vulnerabilities, poor data handling)	Technology / Security	5	Exposure of sensitive data, loss of user trust	Input validation, HTTPS, regular audits, automated security tools	35%
13 Hosting or deployment issues	Technology / Security	4	Site inaccessible, delayed launch	Use a local test server, prepare deployment documentation, IT support if needed	25%

Probability scale:

- 1 Very Low:** < 10% chance of occurring
- 2 Low:** 10–30% chance of occurring
- 3 Medium:** 30–60% chance of occurring
- 4 High:** 60–85% chance of occurring
- 5 Very High:** > 85% chance of occurring

Impact scale:

- 1 Negligible:** Minimal impact on the project
- 2 Low:** Delay < 1 week OR minor feature affected
- 3 Medium:** Delay 1–2 weeks OR important feature affected
- 4 High:** Delay 2–4 weeks OR main objective compromised
- 5 Critical:** Potential project failure

4.2. Visual risk mapping



5. Develop a High-Level Plan

5.1. Objectives

Outline the major phases and milestones of the project.

Our team defined creating a Road Map to identify the main stages of our project.

We continue to work on Gantt, in order to have a clear plan and manage our progress.

5.2. Road Map

Roadmap Zafira Project



Idea development

2 WEEKS 08/18 - 08/29

- Mind mapping
- SCAMPER
- MVP

Charter development

2 WEEKS 09/01 - 09/12

- SMART
- Stakeholders and rôles
- Roadmap

Technical Documentation

2 WEEKS 09/15 - 09/26

- Mockups / UserStories
- Design Architecture System
- Source Code Management

MVP Developpement

4 WEEKS 09/29 - 10/24

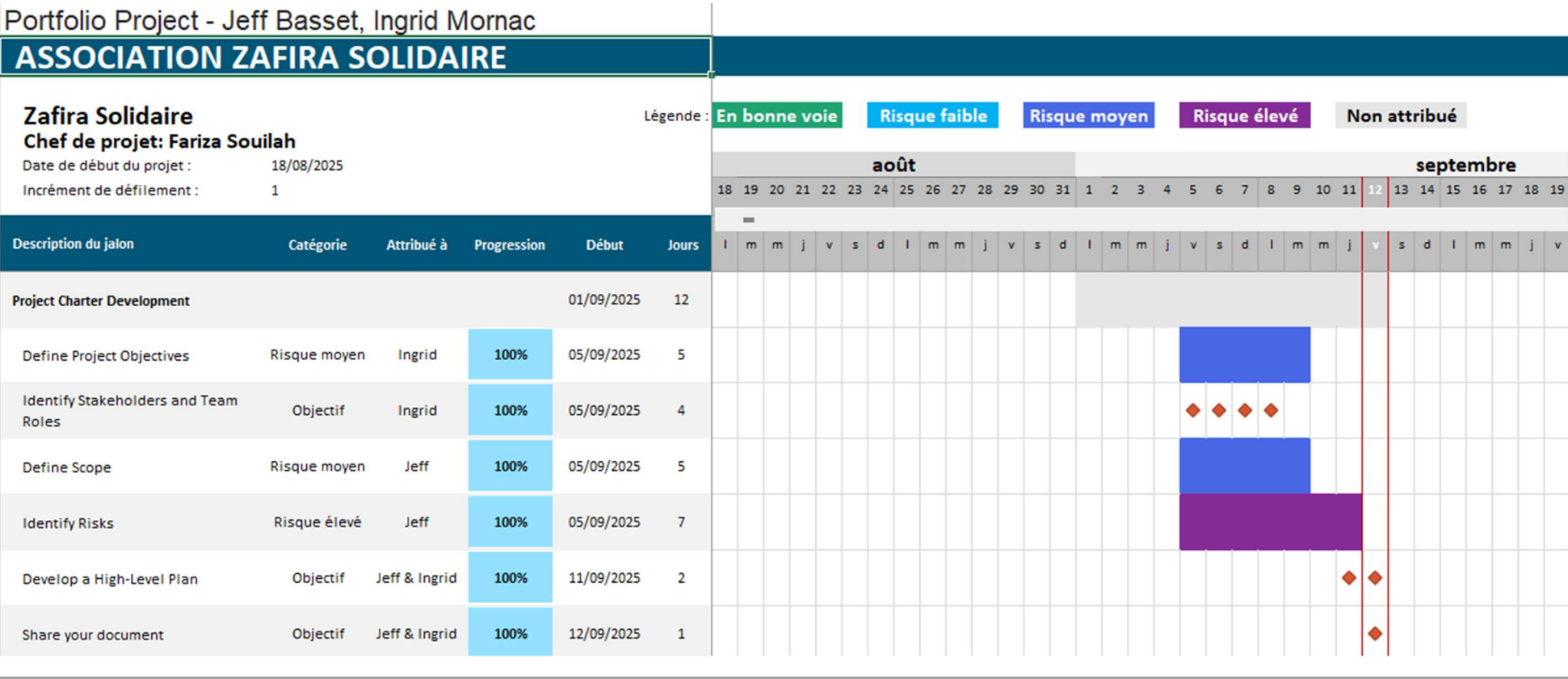
- Sprint
- Review
- Testing

Projet closure

2 WEEKS 10/27 -11/07

- Deployment
- Ajust/Debug
- Feedback

5.3. Plan



6. Recommended Resources and Tools

6.1. Outils de collaboration

- ✓ Google Docs, Microsoft 365, Microsoft Word 2024: **Writing**
- ✓ Gantt (Excel, Google sheet): **Plan**
- ✓ Canva: **Road Map**
- ✓ Slack, Discord : **Communication**
- ✓ Miro: **Visual Risk Mapping**

6.2. General Resources from Holberton School

- [Project Management Basics for Beginners](#)
 - [Simple Project Charter Template](#)
 - [How to Write SMART Objectives](#)
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