

**DAVID STEPHEN BENJAMIN**

**PROJECT CHARTER DOCUMENT**

**Prepared by Senior Project Team**  
Bug Busters



**College of Engineering and Computer Science**  
**Department of Computer Science**

**Date: 10/26/2025**

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## **1.0 INTRODUCTION.**

This is the Project Charter document for the Office of Water Programs Forum Website for David S. Benjamin. This project is being undertaken by the development team Bug Busters, 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: David Stephen Benjamin

Title: Lead Web Application Developer

Organization: Office of Water Programs | [www.owp.csus.edu](http://www.owp.csus.edu)

Contact Information:

Phone number: (916) 278-8131

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### **DEVELOPMENT TEAM - Bug Busters**

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Phone number: (916) 532-4563

## **1.1 Purpose.**

The purpose of this document is to describe the details of the project, its rationale, its goals and its participants involved in developing a centralized online forum for the Office of Water Programs. In general, this document will create a mutual understanding between the Developers (Bug Buster) and the Product Owner David of what is expected over the course of the project. This document will cover all agreements and expectations that the Developers have for the Product Owner and that the Product Owner has for the Developers. The project to be developed will help the Product Owner enhance communication and knowledge exchange within the water and wastewater treatment community.

## **1.2 Overview of Contents of Document.**

### **Section 2.0 PROJECT PRODUCT OWNER AND PRODUCT OWNER NEED.**

This subsection identifies the project's Product Owner and describes the Product Owner's "business". After reading these subsections the Product Owner should be convinced that the team has an understanding of the Product Owner's organization and business and therefore the context in which the proposed software is to be used.

### **Section 3.0 ACADEMIC NATURE OF THE PROJECT.**

This subsection contains a variety of issues that need to be documented because of the quasi academic nature of the work done by the Senior Project team.

### **Section 4.0 PRODUCT OWNER AND THE BUG BUSTERS TEAM APPROVALS.**

This subsection indicates briefly what specifically is being agreed to. A sign-off sheet should be included which indicates approval of an agreement to the conditions and commitments contained in the Project Charter.

### **Appendix A.**

Appendix A Contains resumes which provide information about the qualifications of each member of the development team.

### **Appendix B.**

This statement is a commitment for the collaboration between Maksim Shkrabak, Daniel Ivanilov, Oleksii Andriienko, Gavin Kabel, Jeffrey Sardella, Egor Strakhov, Ruzanna Shomakhova, Gianni Dumitru

## **2.0 PROJECT PRODUCT OWNER AND PRODUCT OWNER NEED.**

### **2.1 Product Owner Identification.**

David S. Benjamin, Lead Web App Developer at Office of Water Programs (OWP).

### **2.2 Product Owner's "Business".**

The Office of Water Programs (OWP) at Sacramento State is a global authority in water and wastewater treatment training and research. Its mission is to provide high-quality educational resources that prepare operators to manage treatment plants effectively and safely. OWP supports both professionals and students by offering training courses, certification programs, and opportunities to connect with experts in the field.

Each year, OWP trains over 14,000 students and professionals, both in the U.S. and internationally. Their work ensures that communities have access to safe drinking water and properly managed wastewater systems. To expand their reach and improve communication across the industry, OWP is seeking the development of a centralized forum. This forum will serve as a digital gathering place where students and professionals can share knowledge, exchange ideas, and support learning in the water treatment field.

### **2.3 Description of the Need.**

The client needs a centralized online forum to improve communication, collaboration, and knowledge sharing within the water and wastewater treatment community. Currently, there is no dedicated space for students and professionals to connect, exchange ideas, ask questions, or share resources. The proposed platform will provide a user-friendly environment for discussions, technical support, and networking, helping OWP strengthen its educational mission and expand its impact in preparing operators to manage water treatment systems effectively and safely.

1. List of required features of the application
  - a. Login Page
    - i. Email login
    - ii. One-time passcode (OTP) via mail server
  - b. Registration Page
    - i. First and last name
    - ii. Last 4 digits of SSN
    - iii. Email address (used as username)
  - c. User Roles & Permissions

- i. Admin
    - 1. Assign roles (e.g., Moderator to Civil Engineers)
    - 2. Use OFFICIAL category when creating posts
    - 3. Inherits all Moderator, User, and Guest permissions
  - ii. Moderator
    - 1. Delete posts
    - 2. Update post categories and tags
      - a. Moderators can correct miscategorized or mistagged posts
    - 3. View reports
      - a. Moderators and Admins will have the option to view all user reports
      - b. The view reports popup will have the option to go to the post or comment that was reported
    - 4. Inherits all User and Guest permissions
  - iii. User & Student
    - 1. Create posts
    - 2. Comment on posts
    - 3. Like posts
    - 4. Report posts
    - 5. Inherits all Guest permissions
  - iv. Guest / Reader (not logged in)
    - 1. Read and view posts only
- d. Posting & Threads
  - i. Support for text, images, and videos
  - ii. Upvote system with tracking
  - iii. Commenting on posts with email notifications
  - iv. Search functionality
- e. Accessibility & Design
  - i. Conformance to WCAG standards
  - ii. Responsive design for both desktop and mobile
- f. Database & Integration
  - i. Built on T-SQL database
  - ii. Linked to the main website and database
  - iii. PHP Slim framework for APIs
  - iv. Vue.js frontend
- g. Stretch features that may be eliminated
  - i. Analytics dashboard (usage and engagement tracking)
  - ii. Follow posts to receive notifications
  - iii. Admin ability to ban users at server level

## **2.4 Assumptions and Constraints.**

The project will be developed until May. 12, 2026. Development after the stated date is left to the discretion of the Developers. Developers expect to finish the project by the stated date, 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.

The project shall be developed so that it may be run by the Product Owner's using cloud computing. Any fees or costs to run the software are the responsibility of the Product Owner.

## **2.5 Limiting Conditions.**

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.**

This subsection contains a variety of issues that need to be documented because of the quasi-academic nature of the work done by the Senior Project team Bug Busters.

### **3.1 Goals.**

The senior project experience is designed to accomplish two goals:

- 1) To develop and deliver a software system to the benefit of the Product Owner and user community.
- 2) 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, OWP Forum, is expected to fulfill this requirement for the project team of Maksim Shkrabak, Daniel Ivanilov, Oleksii Andriienko, Gavin Kabel, Jeffrey Sardella, Egor Strakhov, Ruzanna Shomakhova, Gianni Dumitru. The intent of the 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, Bug Busters, 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**

Maksim Shkrabak, Daniel Ivanilov, Oleksii Andriienko, Gavin Kabel, Jeffrey Sardella, Egor Strakhov, Ruzanna Shomakhova, Gianni Dumitru maintain nominal ownership of the software and the Product Owner 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 to be utilized. The Developers are not responsible for providing a server for the software to run on. Procuring a server may result in additional costs for the Product Owner.

#### **4.0 PRODUCT OWNER AND THE BUG BUSTERS TEAM APPROVALS.**

Bug Busters agree to develop and deliver, to the best of their ability, the Office of Water Programs Forum which has the general features specified in section 2.3 (subject to change) for the Product Owner, David. In addition, the Product Owner and Bug Busters agree to have bi-weekly meetings beginning in September 2025 to discuss the progress of the project and any potential changes that need to be made.

#### 4.1 Project Charter Approvals.

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

**Product Owner** (signature): \_\_\_\_\_

Title: \_\_\_\_\_

Company, Agency, Non-profit or other affiliation

**Team Name: Bug Busters**

**Team members** (signatures):

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**Date:** \_\_\_\_\_

## APPENDIX A. Project Team Experience.

### TEAM MEMBER RESUMES

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#### OLEKSII ANDRIIENKO

+1 (916) 305-0906 ◊ Sacramento, CA

aleksey0000333@gmail.com ◊ linkedin.com/in/oleksii-andriienko ◊ github.com/Zamazinga

##### OBJECTIVE

Software Engineer with 2+ years of experience in Java and web development, seeking full-time Software Engineer roles.

##### EDUCATION

**B.S. Computer Science**, California State University Expected 2026

Relevant Coursework: Java Programming, Web Development, UI Testing, Agile Methods.

**Associate Degree in Computer Science**, Sierra College 2024

##### SKILLS

<b>Programming Languages</b>	Java (advanced), Python, JavaScript, HTML/CSS
<b>Tools</b>	Git, VS Code, IntelliJ, Chrome DevTools
<b>Other</b>	UI testing, Agile methodologies, team leadership, problem-solving

##### EXPERIENCE

**Team Lead — Dental Clinic Website** 2024  
California State University, Sacramento Sacramento, CA

- Led an 8-member team building a full-stack website using Java, HTML, CSS, and JavaScript.
- Coordinated backend and frontend tasks, reviews, and milestones using Agile practices and Git.

**Team Lead — CSUS Portal UI Testing** 2024  
California State University, Sacramento Sacramento, CA

- Directed a 6-person team in UI testing and bug reporting for the university portal.

##### PROJECTS

**Dental Clinic Website.** Led 8-member team developing full-stack website with Java, HTML, CSS, and JavaScript.

**CSUS Portal UI Testing.** Directed 6-person team in UI testing and bug reporting for the university portal.

**Game of Life (OpenGL).** Implemented Conway's Game of Life visualization using OpenGL and interactive controls.

##### EXTRA-CURRICULAR ACTIVITIES



- AT&T Technology Academy (2025).
- Dean's List, Sierra College.

##### LEADERSHIP

- Team lead for Dental Clinic Website.
- Team lead for CSUS Portal UI Testing.

# MAKSIM SHKRABAK

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✉ shkrabakmaksim@gmail.com    linkedin.com/in/maksimshkrabak    github.com/MaxShkrabak

## OBJECTIVE

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Aspiring software engineer seeking to apply academic training and hands-on project experience toward a full-time role in software development.

## EDUCATION

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**California State University, Sacramento**  
Bachelor of Science in Computer Science

**Expected Graduation Spring 2026**  
GPA: 3.6

## SKILLS

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<b>Languages &amp; Technologies:</b>	Java, Swift, Dart, JavaScript, HTML, CSS, MySQL, C, Assembly (x86)
<b>Developer Tools &amp; Frameworks:</b>	Git, Github, VS Code, IntelliJ, Figma, Flutter, Firebase, Android Studio, Xcode

## PROJECTS

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**Minesweeper** | Java, OpenGL, Git October 2024 - December 2024

- Developed a functional Minesweeper clone with support for adjustable grid sizes.
- Applied SOLID principles to design modular and extensible game architecture.
- Implemented OpenGL rendering for interactive graphics and responsive UI.
- Designed efficient algorithms for mine randomization, recursive tile clearing, and loss detection.

**Medical App** | Flutter, Firebase, Github, Figma January 2024 - May 2024

- Led a team of 4 in developing an iOS/Android medical application for a client.
- Set up the development environment, assisted team members with configuration, and contributed significantly to both architecture and implementation.
- Applied Agile practices such as sprint planning, task delegation, and iterative development to ensure efficient teamwork and on-time delivery.
- Delivered core features such as patient management, appointment scheduling, staff messaging, and order tracking.
- Integrated Firebase for secure data storage and user authentication.

## EXTRA-CURRICULAR ACTIVITIES

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- Assemble and configure custom computer systems, including hardware installation, operating system setup, and troubleshooting.

## AWARDS AND AFFILIATIONS

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- Dean's Honors List: Fall 2022 - Spring 2023, Spring 2024 - Spring 2025

## LANGUAGE

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- English and Russian

# RUZANNA SHOMAKHOVA

+1(916) 532-4563 Sacramento, CA

ruz220717@gmail.com [www.linkedin.com/in/rshomakhova](https://www.linkedin.com/in/rshomakhova) <https://github.com/Scander3>

## OBJECTIVE

Front End Developer within 3 years of experience.

## EDUCATION

**California State University, Sacramento**

*B.S., Computer Science*

**Expected Graduation Fall 2026**

*Sacramento, CA*

**Sierra College**

*Transfer, Computer Science*

**2020-2024**

*Sacramento, CA*

## SKILLS

<b>Programming</b>	Programing languages: HTML, CSS, JavaScript, Java, Python
<b>Software</b>	VS Code, GitHub, Git, Figma, Adobe Illustrator, ibisPaint X
<b>Additional skills</b>	Russian

## EXPERIENCE

**Best Buy**

*Retail Sales Associate*

**November, 2022 – April, 2024**

*Roseville*

- Recommend and assist with questions about tech.
- Complete cashier duties for purchases, returns and exchanges.
- Frequently served as a translator to support communication between team members and clients.

## PROJECTS

Dental Clinic Website- Front-End Developer

- Built a dental website for CSC 131 project. Worked on UI/UX design as well Front-End and Back End parts of the website by using CSS, HTML and JavaScript.

Tarot Card App – Digital Artist

- Currently working creatin UI/UX design, Tarot Deck and assets for the following project, by using tools such as ibisPaint X, Adobe Illustrator and Figma.

CSUS Portal UI Testing – team member

- Worked on testing the CSUS portal, creating test files following regulatory guidelines.

## EXTRA-CURRICULAR ACTIVITIES

**AT&T Technology Academy (2025)**

# GAVIN KABEL

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gbkabel@yahoo.com ♦ github.com/gbkabel

## OBJECTIVE

Computer Science student with most of my experience in C/C++, Java, Python, and SQL. I am seeking an Software Engineering Internship to expand upon my skills and gain real industry experience.

## EDUCATION

<b>Bachelor of Computer Science</b> , Sacramento State University	Expected 2026
Relevant Coursework: Software Engineering, Object Oriented Programming, Database Management Systems, and Testing/Quality Assurance	
<b>Associate of Computer Science</b> , Cosumnes River College	2019 -2024

## SKILLS

<b>Technical Skills</b>	C, C++, Java, Python, HTML, SQL, Linux, Github
<b>Soft Skills</b>	Team Collaboration and Communication, Adaptability, and Critical Thinking

## PROJECTS

**Medical App.** We collaborated with a client to create a mobile medical application. This was built using Java in Android Studio with a Asp.Net Core backend, Bootstrap front-end(HTML, CSS, JavaScript), and Azure SQL database. The app featured secure login, appointment booking, patient management, email notifications, and much more.

**2D Java Game.** Modeled a simple 2D game around CSUS classroom and campus objects, built on the Codename One framework in Java using an MVC architecture. The project focused on OOP and the fundamentals of collision detection and boundary mechanics.

**Software and Quality Assurance of CSUS Scheduling System.** Tested and evaluated Sac States web application for classes. Performed verification and validation testing on various operating systems and mobile devices. The testing scope ranged from verifying site reliability/scheduled updates, testing for broken links or UI, load times, etc.

## EXTRA CURRICULAR ACTIVITIES

- Created a terminal-based Blackjack game in C++ that implemented “basic strategy”, helping one learn the optimal move they should be making in any single circumstance.
- Built several custom computers for friends and family ranging from gaming setups to crypto mining rigs.

# JEFFREY SARDELLA

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sardellajeffrey123@gmail.com ◊

## OBJECTIVE

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Computer Science student graduating in Spring 2026, actively seeking internship opportunities.

## EDUCATION

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<b>Bachelor of Computer Science</b> , Sacramento State	Expected 2026
<b>Associate of Computer Science</b> , Sierra College	2017 - 2024

## EXPERIENCE

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<b>Shift Manger</b> Burger and Cream	Nov 2016 - Dec 2020- <i>Auburn, CA</i>
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- Facilitated significant company growth and enhanced operational efficiency.
- Led the team through challenging times in 2020, significantly boosting employee morale and company resilience.
- Developed exceptional leadership skills and the ability to effectively manage high-stress situations while leading the team.

<b>Computer Tech/Data</b> Pool Time Pool and Spa	Jan 2021 - Jun 2021 <i>Rancho Cordova, CA</i>
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- Successfully modernized the processes for obtaining client information and tracking employee time for estimates.
- Enhanced interpersonal skills and adapted to a professional office environment.

## PROJECTS

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**MEDICAL WEB APP** — ASPNet, C#, Html, CSS, SQL

- Designed and implemented a medical web app for doctors in Africa.
- Leveraged ASP.NET tools to create a secure and encrypted backend.
- Led a team by creating design documents, programming, and assisting with setup.
- Incorporated feedback from clients and classmates, playing a key role in the design process.

**TOONTOWN IN UNITY** — Unity3D, C#

- Contributed to the development of two trolley games, 'Pizzatron 3000' and 'Match Minnie'.
- Collaborated effectively with a team of developers, utilizing Unity3D for game development.
- Engaged in various phases of game development, with tight deadlines.
- Focused on optimizing gameplay mechanics and ensuring a seamless user experience.

## SKILLS

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- Programming languages: Python, C, Java, SQL, JavaScript
- Web development: HTML, CSS, Vue.js,
- Database management: MySQL, relational database design, normalization
- Operating systems: Linux/Unix, shell scripting
- Version control: Git, GitHub
- Tools: VS Code, PyCharm, Docker



# EGOR STRAKHOV

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## EDUCATION

**California State University, Sacramento**  
*B.S., Computer Science*

**Current, Senior**  
*Sacramento, CA*

**American River College**  
*Transfer, Computer Science*

**December, 2023**  
*Sacramento, CA*

- Acquired a comprehensive foundation in computer science, emphasizing practical problem-solving.
- Developed proficiency in programming languages, including C++, and gained hands-on experience with data structures.

## WORK EXPERIENCE

**Bay Valley Tech**  
*Intern*

**December, 2023 – May, 2024**  
*Remote*

- Collaborated with 8 interns to build full-stack applications using Agile methodologies.
- Applied troubleshooting, problem-solving, and programming skills in a dynamic environment.
- Learned and implemented best practices in software development, deployment, and team collaboration.

## PROJECTS

**KeyPoint – Full-Stack Project Management App**

[github.com/Sillor/keypoint](https://github.com/Sillor/keypoint) 131

*Next.js, React, Tailwind CSS, TypeScript, Node.js, Express, MySQL*

- Engineered a full-stack web app to manage projects, KPIs, and user roles with secure authentication.
- Built RESTful APIs and integrated a MySQL database for real-time data handling and performance tracking.
- Designed a responsive, admin-friendly UI using Next.js and Tailwind CSS.

**TapLegacy – Clicker Game**

[github.com/Sillor/taplegacy](https://github.com/Sillor/taplegacy)

*React, JavaScript, Tailwind CSS, React Router, Vite*

- Created a browser-based incremental game with upgrade logic, live stats, and persistent game state via localStorage.
- Implemented SPA routing with React Router and optimized UX with Vite; deployed at [taplegacy.netlify.app](https://taplegacy.netlify.app).

**Space-Pong – 3D Networked Pong Game**

[github.com/Sillor/space-pong](https://github.com/Sillor/space-pong)

*Java, OpenGL, Toge, Blender*

- Developed a 3D networked Pong-style game with custom real-time multiplayer over UDP.
- Designed and animated 3D assets in Blender; implemented camera control, collisions, and lighting in OpenGL.

**Wellspring – Healthcare Management Platform**

[github.com/Sillor/wellspring-client](https://github.com/Sillor/wellspring-client)

*React, JavaScript, Tailwind CSS, Vite*

- Developed a healthcare platform UI for doctors, nurses, and pharmacists with role-specific views.
- Built reusable components and managed responsive design using Tailwind and JavaScript.
- Structured frontend codebase for scalability; collaborated on GitHub for agile delivery.

## SKILLS

**Technical Skills:** React, Next.js, Node.js, Express, HTML, CSS, JS, TS, Python, C++, Java, SQL, Git

**IT & Systems:** OS setup, PC builds, hardware/software/network troubleshooting

**Soft Skills:** Technical support, clear communication, fast issue resolution

**Languages & Interests:** English, Russian (fluent) • PC building, 3D printing, gaming, guitar.

# DANIEL IVANILOV

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ivanilovdaniel@gmail.com ♦ linkedin.com/in/danielivanilov ♦ github.com/DanielIvanilov

## OBJECTIVE

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I am a senior in California State University of Sacramento, and am actively seeking an internship or entry-level role in Full-Stack Development.

## EDUCATION

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**Bachelor of Computer Science**  
California State University, Sacramento

**Expected Graduation Spring 2026**  
GPA: 3.5

## SKILLS

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<b>Technical Skills</b>	Java, Dart, HTML, CSS, JavaScript, C, MySQL, Python, Assembly(x86)
<b>Tools and Frameworks</b>	VS Code, IntelliJ, GitHub, Git, Figma, Flutter, Android Studio, Firebase Tools
<b>Soft Skills</b>	Strong Communication, Problem-Solving, Creativity, Teamwork, Adaptable

## PROJECTS

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**Medical App** — Full-Stack Mobile Application

- Utilized Dart, Flutter, Android Studios, Github, VS Code, Firebase Database, and more in order to create the full-stack application.
- Worked in a team of 5 as Co-Leader to create an IOS/Android medical application for a client.
- Applied AGILE methodology to enhance efficiency and ensure consistent work, spanning in bi-weekly sprints until deadline.
- Delivered a fast, responsive, and feature-filled application to the client.
- Some features consisted of Authentication, Patient management, Scheduling, Labs/X-rays requests and orders, and in-application communication between medical personnel.

## EXTRA-CURRICULAR ACTIVITIES

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- Worked on an Event-Driven Architecture through the use of APIs and libraries to create and modify content for the game called Minecraft.
- Created clones of various games in Java, in which you can interact with through the terminal.

## LANGUAGES

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- English and Russian

## GIANNI DUMITRU

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### OBJECTIVE

---

Computer Science student graduating in December 2026, currently seeking internships

### EDUCATION

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**Bachelors of Computer Science**, California State University, Sacramento

Expected 2026

**Transfer Computer Science**, Sierra College

### SKILLS

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**Technical Skills**      C, Java, Python, SQL, HTML, git, github

**Soft Skills**            Team Collaborator, Adaptable, Critical Thinker, and Foresight

### EXPERIENCE

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#### CNC Machinist

Aug 2020–Dec 2022

Stone Crafters Inc

*Auburn, CA*

- Programmed CNC Machines to cut stone slabs for home and business countertops
- Helped design slab layouts for kitchens and fireplaces

### PROJECTS

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#### Financial Consulting Website

- Utilized VS Code and git to develop a full-stack website
- Worked with a team of 8 to develop this website for desktop/laptop use for older clientele
- Used AGILE methodology to develop the website in bi-weekly sprints till deadline
- Developed fully functional website adequate for the needs of the client
- Feature consisted of financial resources, event calendars, testimonial pages, social media integration, contact pages, etc

**APPENDIX B.** The following statement of rights and responsibility provides the context for the commitment to collaboration between Bug Busters and David S. Benjamin, Office of Water Programs.

**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 the 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>.