

Collaborative Project
Project Charter: Practicum Tracker

Project Management: Traditional & Agile Approaches

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1. Project Background

The Practicum Tracker project aims to streamline the monitoring of practicum interest and eligibility for NBCC's Business Analysis program at the Fredericton and Moncton campuses. Currently, the process is handled through back-and-forth emails and manually updated spreadsheets maintained by faculty and administrative staff. Eligibility can only be confirmed after grades are posted in SIMS, often within a very short timeframe at the end of the term. This process is time-consuming, creates administrative pressure, and a lack of clarity for students.

The purpose of this project is to create a simple, secure web-based system where Business Analysis students can log in, indicate whether they are interested in completing a practicum (opt-in or opt-out), and view their eligibility status once it has been verified. The system will provide faculty, coordinating instructors, academic chairs, and administrative assistants with a centralized and accurate view of student practicum decisions without relying on spreadsheets. The scope of the project is strictly to support tracking practicum interest and academic eligibility. The expected benefits include consistent and centralized information for faculty and chairs, as well as a significant reduction in manual administrative work during time-sensitive periods.

2. Stakeholders

Name	Title	Role
Keisha Peters	Coordinating instructor	Client / Project Owner
Mallory Flowers	Coordinating instructor	Client / Project Owner
Dan Shannon	Academic Chair	Sponsor
Handel Williams	Practicum Tracker Team Member	PM
Cindy Liang	Practicum Tracker Team Member	BA
Mostafa Farid	Practicum Tracker Team Member	BA
Mishel Lopez	Practicum Tracker Team Member	BA
Godfrey Osunde	Practicum Tracker Team Member	BA
N/A	Office of the Registrar	Data User
N/A	Students	End Users
TBA	Technical Team	Development Team
TBA	Quality Testers	Development Team

3. Project goal

The following objectives are expected:

- Improve transparency by allowing students to view their practicum status directly without contacting instructors.
- Reduce scattered data by at least 70% by consolidating information from multiple spreadsheets and email threads.
- Enable eligibility checks through a read-only SIMS connection to ensure accurate status updates.
- Deliver a functional prototype by the end of the winter semester for evaluation in the upcoming fall term.
- Increase process efficiency by 50% with a streamlined process enabling instructors to monitor multiple student statuses at once.

4. Scope

In-Scope Work

The Practicum Tracker system will be a centralized, web-based platform focused exclusively on the registration, verification, and tracking of the student practicum process. The core functionalities include:

- a. **Student "Opt-In/Opt-Out" Registration:** An online portal for students to digitally express interest or disinterest in a practicum, eliminating the need for initial emails.
- b. **Real-Time Eligibility Verification:** Automated integration with SIMS to check and display students' eligibility based on course completion (pass/fail status) and program requirements.
- c. **Centralized Status Tracking:**
 - Students can view their real-time practicum status: Opted-In, Opted-Out, Eligibility Pending, Eligible, Not Eligible.
 - Academic Staff (Chairs, Coordinators, Instructors) can view and manage lists of students, track who has opted in/out, and update placement statuses.
- d. **Dual User Interfaces:** Functional and user-friendly dashboards for both Students and Staff.
- e. **Secure Authentication:** Login and access control integrated with existing NBCC accounts.

Out-of-Scope Work

The following items are explicitly excluded from this phase of the project:

- a. **Evaluation Forms:** The system will not handle student performance evaluations or related forms.
- b. **Employer Agreements:** The management, signing, or storage of employer placement agreements is not included.
- c. **Financial Management:** Any handling of payments, bursaries, or financial aid related to practicums is out of scope.
- d. **Expansion to Other Systems:** Integration beyond SIMS for eligibility checks (e.g., with HR systems for employers) is not part of this project.

5. Schedule

This schedule is based on the "go-live" deadline of 1st of September 2026.

Phase / Milestone	Description	Expected Timeline
Project Start	Project initiation and charter finalization.	October 25

Phase 1: Planning & Analysis	Accelerated requirements gathering, technical specification, and UI/UX design. Concurrently initiating requests for SIMS integration access.	November 2025 - January 2026
Milestone: Requirements & Design Sign-off	Formal stakeholder approval to proceed with development.	End of January 2026
Phase 2: System Development	Core development of the application (backend/Django, frontend/Angular, database, and SIMS integration).	February 2026 - May 2026
Milestone: Alpha Build Complete	A fully functional version of all core features is ready for testing.	End of May 2026
Phase 3: Testing & Refinement	Intensive Internal QA, User Acceptance Testing (UAT), security review, and bug fixing.	June 2026 - July 2026
Milestone: UAT Sign-off	Stakeholder confirmation that the system meets requirements and is ready for launch.	End of July 2026
Phase 4: Deployment & Launch	Final deployment to production, end-user training, and official launch for Moncton & Fredericton campuses.	August 2026 - September 2026
Project End / Go-Live	Project closure and handover to the maintenance/support team.	September 2026

6. Budget

No funding required. The project will use existing NBCC tools, systems, and student project team resources.

7. Quality Standards

- The Practicum Tracker must be accessible through Brightspace (students) and NBCC at Work (staff), using NBCC authentication.
- System provides Student View and Staff View, both aligned with NBCC's style and accessibility standards.
- Staff (Academic Chairs, Coordinators, supporting faculty, Administrative Assistants) can access centralized practicum information for all Business Analysis students.
- The system supports only practicum interest and eligibility tracking. No applications, placements, or employer-related actions.
- Eligibility must be displayed using read-only SIMS verification (Eligible, Not Eligible, Eligibility Pending).
- Student and staff updates must appear in real time or as soon as SIMS data refreshes.
- Students can view their own status (Opted-In, Opted-Out, Eligibility Pending, Eligible, Not Eligible) and submit interest online without emailing staff.
- All practicum interest and eligibility records must be accurate, securely stored, and shown based on correct permissions.
- The system must remain reliable, with no critical errors, especially during peak SIMS update periods.
- Only authorized NBCC users can view or edit information; students can see only their own data.
- A functional prototype must be delivered by the end of the winter semester for evaluation ahead of the fall term.

8. Resources

Category	Resource	Description
Software	NBCC Authentication System	Secure login for students and staff.
	Brightspace Access Point	Entry point for student access.
	NBCC at Work Access Point	Entry point for staff access.
	SIMS (Read-Only)	Eligibility verification data.
	Development Tools (Visual Studio, GitHub, SQL Server)	Used to build and test the system.
Hardware/ Infrastructure	NBCC Hosting Environment	Server or space where the tool will run.
	Testing / Sandbox Environment	Safe space for testing without impacting live systems.
Human Resources	Student Project Team (BA & SD)	Requirements, development, testing.
	Coordinating Instructors	Process guidance and validation.
	Academic Chair(s)	Decision-making and requirements approval.
	Supporting Faculty & Admin Assistants	Clarifications and UAT support.
Integration/ Support	NBCC IT Support	Assistance with authentication and SIMS access.

9. Assumptions

- a. The system will be used only by the Business Analysis program in the Fredericton and Moncton campuses. Expansion to other programs is not part of this phase.
- b. Primary users are Business Analysis students, coordinating instructors, academic chair(s), supporting faculty, and administrative assistants.
- c. The system will only track practicum interest (opt-in/opt-out), eligibility, and status. Practicum applications, employer communication, and placement approvals remain out of scope.
- d. Students will access the system through Brightspace, and staff through NBCC at Work. It is assumed these integrations can be supported.
- e. A read-only connection to SIMS will be available to verify course completion (program + pass/fail only).
- f. The project will be executed using existing NBCC tools and the student project team.
- g. All work will be carried out using current NBCC infrastructure with no new financial costs.
- h. Eligibility rules will remain constant during development.

10. Constraints

Scope Constraints

- a. Limited to core functions: student opt-in/opt-out, eligibility verification, and status tracking
- b. No evaluation forms, employer agreements, or mobile access
- c. Basic reporting only - no advanced analytics
- d. Only integrates with SIMS (no other systems)
- e. Supports only students, faculty, and administrative staff roles

Budget Constraints

- f. Zero-budget project - no funding for software, hardware, or additional staff
- g. Relies entirely on existing NBCC infrastructure and student development team
- h. No budget for formal user training or ongoing maintenance
- i. All work must be completed within existing resource constraints

Schedule Constraints

- j. Fixed deadline aligned with academic calendar
- k. Must accommodate stakeholder availability (students, faculty, staff)
- l. Limited flexibility for delays due to academic timeline dependencies
- m. Compressed testing windows around term schedules

11. Risks

Technical Integration Risks

- SIMS integration complexity or delays
- Existing infrastructure incompatibility
- Data synchronization issues with student records

Scope Management Risks

- Requirement changes mid-project
- Stakeholder requests for additional features
- Academic policy changes affecting system design

Resource & Timeline Risks

- Team member availability conflicts with academic commitments
- Insufficient testing time before launch
- User adoption resistance due to limited training budget
- Knowledge transfer challenges with student team turnover

Operational Risks

- Post-launch maintenance without dedicated funding
- Performance issues on existing infrastructure
- Data accuracy depends on SIMS updates

Mitigation Strategies

- Strict scope control with formal change process
- Early technical proof-of-concept for SIMS integration
- Phased deployment approach
- Comprehensive documentation for knowledge retention
- Regular stakeholder communication to manage expectations

12. Acceptance and Approval

Approved By:

Name:	Role	Signature / Date
Keisha Peters	Academic Chair – Business Analysis	_____
Mallory Flowers	Coordinating Instructor – Business Analysis	_____