Project Charter for TO-Do List

**File Name:** C:\Users\Kolkwitzia\Documents\SE\BIT707\_A1\_ProjectCharter\_5086526.docx

## Version Control

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| **Version** | **Description** | **Date** | **Author** |
| 1-0 | Initial Version | 5th April | Jody Gibson |

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| --- | --- |
| Project Name | To-Do List application |
| Project Champion | Mike Grieg, Senior Developer |
| Project Sponsor | Diana Young, Development Manager |
| Project Manager | Jody Gibson |
| Stakeholders | Software Development Staff  Software Development Company  Potentially clients out of company |
| Expected Start Date | 17th March 2023 |
| Expected Completion Date | 1st June 2023 |

## Project Details:

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| --- | --- |
| Mission | To develop a to-do list application that helps in-house staff to manage tasks in an easy and concise way |
| Vision | A to-do list application created in Java that can potentially be incorporated into software developed in the future as well as to be usable as a standalone application to sell to clients. |
| Project Size | Medium |
| Scope (Minimal Viable Product) | An application that holds and shows a staff members tasks for them to be able to view and manage which includes:  -A list-view of tasks with the tasks that are due first at the top, or on a weekly calender.  -The staff should be able to schedule when their tasks are due  -Tasks should be able to be added and deleted from list  -A task detail screen should be added which includes being able to delete and update the task as well as adding a new task.  This data should be stored in a database not flat files.  The interface should be easy to use and should be suitable for multiple platforms including but not limited to desktop, mobile and web platforms. |
| Success Criteria | The project will be classed as a success when it is functional to the point that staff members can easily use and are happy with the application. |

## Top Risks:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood | Potential effect | Management Plan |
| Procrastination to the point where it is too late to complete project | High | Task doesn’t get completed with a suitable timeframe | -Choosing and writing down specific dates and times where certain tasks are to be done to break the project down into bite-sized chunks. |
| Hard drive breaks down or corrupts and all files are lost | Low | Project doesn’t get completed | -Back up files to a seperate hard drive or a usb to ensure the safety of the files |
| Computer breaks down or isn’t available to be used. | Low | As above | -Ensure that files can be accessed from a different computer by securely placing them in a drive or on a usb that can be accessed. |

# Additional planning

## Development approach and methodology

**Development approach:** Agile

**Methodology:** This project will use the agile software methodology to ensure that any and all requirements are accounted for and can be added and/or changed as necessary.

**Number of Releases:** 2

## Planned Architecture

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| --- | --- |
| Programming language: | Java |
| IDE: | NetBeans |
| Database management system: | SQLite |
| Modelling tool for diagrams: | LucidChart |
| Source Control: | Git (in NetBeans) |
| Unit testing: | manual |

## Product Backlog

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| --- | --- | --- | --- |
| User Story | Story Points | Priority | Rank |
| As a staff member I want to be able to see a list of my tasks so that I can easily see which tasks I have to do. | 5 | High | 1 |
| As a staff member I want to be able to easily see which of my tasks is due first so that I can plan accordingly tasks that I should prioritise | 6 | Medium | 2 |
| As a staff member I want to easily schedule my tasks so that I don’t need to worry that I missed a given task. | 5 | Medium | 1 |
| As a staff member I want to have a screen detailing a task so that I can see exactly what I have to do for that task. | 4 | High | 3 |
| As a staff member I want to be able to delete and update a task from the detail screen so that it’s easy to see which tasks I still need to do and if a task is long that I can take away the bits I have done. | 4 | Low | 1 |
| As a staff member I want to add and delete tasks easily so that I can take of tasks I have done immediatly as I have done them and add tasks as I am given them. | 5 | High | 2 |