COMP253 – Systems Project

# Project Charter

## Sweet Spot POS System

**BUSINESS INFORMATION SYSTEMS**

**SASKATCHEWAN POLYTECHNIC**

Nathan Scherr, Tyler Guillaume, Rincy Mary Varghese, Franko Alappat

March 15, 2017

# **Project Charter**

**Sweet Spot POS**

## **PROJECT AUTHORIZATION AND INTRODUCTION**

This Charter formally authorizes a project to update and finish development of a Point of Sale system for The Sweet Spot Golf Shop. A project plan will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor. Included in the project plan are to be a:

## **PROJECT TEAM AND STAKEHOLDERS**

**Project Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Role** | **Contact Information** |
| **Nathan Scherr** | **Project Manager** | **306-526-9039****scherr3143@saskpolytech.ca** |
| **Tyler Guillaume** | **Business Analyst / Assistant Programmer** | **306-690-1775****guillaume2127@saskpolytech.ca** |
| **Franko Alappat** | **Programmer** | **306-501-7166** **alappat1414@saskpolytech.ca** |
| **Rincy Mary Varghese** | **Programmer** | **306-580-2920****maryvarghese8656@saskpolytech.ca** |

**Other Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Role** | **Contact Information** |
| **Gavin Osborne** | **Project Sponsor** | **306-691-8248** **gavin.osborne@saskpolytech.ca** |
| **Craig Nielsen** | **Project Sponsor** | **306-691-8249** **craig.nielsen@saskpolytech.ca** |
| **Carlo Berardi** | **Stakeholder** | **306-681-7816** **thesweetspot@shaw.ca** |

## **ATTENDANCE AND PARTICIPATION GUIDELINES**

### Attendance Guidelines

A minimum of 80% attendance will be required throughout the project life cycle. If a team member is unable to attend class for any reason they are to notify the Project Manager or Business Analyst by texting and/or using the WhatsApp group chat that was created. Attendance will be mandatory (with approved exceptions) for scrum meeting every Wednesday morning between 9:40 – 9:55. Approved exceptions will include: Family emergency, extreme weather conditions, or emergency situations. Attendance will be tracked and documented on the SharePoint site.

### Classroom Behavior

While in class there will be no streaming of video or playing any games unless it is for research of the project. All team members will be expected to come prepared to discuss their progress for the Wednesday morning scrum meetings. In order to complete a change request all team members must be in agreement. If no consensus can be made then the final decision will be made by the Project Manager. Cell phone use is acceptable unless it becomes a disruption to the project work or group.

### Breaks

Breaks can be taken as needed and they will not need to be approved. Team members should be notified of a break as a sign of courtesy to the project team. Breaks are to be limited to 15 minutes in length.

### Work Tracking

We have setup a system tracking work as each component is completed. Once one member completed a task it would need to be verified by the project manager. If the project manager approved it could then be marked as complete, moved to SQA, or incomplete. Once completed discussion will occur on the next task to be assigned.

## **COMMUNICATION PLAN**

### Communications Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for communication | Preferred time of communication | Preferred Medium/ Method | Frequency |
| Absences | Evening prior if possible or the morning of | Text the project manager and/or the team via the WhatsApp App. | Each absence |
| Extreme Weather | As Soon As Possible | Text the project manager and/or the team via the WhatsApp App. | Each absence |
| Emergency Situations | As Soon As Possible | Text or call the project manager and/or the team via the WhatsApp App. | Every Instance |
| Project Roadblocks | Wednesday Morning | Scrum Meeting | As they occur |
| Critical Roadblock | As Soon As Possible | Impromptu Meeting | As they occur |
| Change Requests | Wednesday Morning | Scrum Meeting | As needed |
| Project Milestones | Wednesday Morning | Scrum Meeting | As they occur |

### Terms of Reference

Users – These will include other project groups, panel of judges, and sponsors.

Clients – These will include the panel of judges and the sponsors.

Team Members – Refer to the table located on page 2.

Project Sponsor – Refer t5o the table located on page 2.

Roadblock – Something that hinders the progression of a task.

## **PROJECT TIME BUDGET PROJECTIONS**

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With an estimated 12 weeks of classes until project due date, at 6 in class hours per week, each team member will be responsible for completed 72 hours of in class work time. If this in class time is missed due to an approved exception or absence then that team member will be responsible for making up that time either after classes or by completing the work at home. In addition each team member will also contribute 3 hour each week of time working at home. This will equal a total of 300 person hours.

### Notable Holidays

Friday April 14, 2017 – Good Friday

Monday April 17, 2017 – Easter Monday

Monday May 22, 2017 – Victoria Day

### Key Dates

|  |  |
| --- | --- |
| **Milestone** | **Delivery Date** |
| Project Charter | March 15, 2017 |
| Stakeholder Meeting | March 17, 2017 (10:00 am @ Warehouse) |
| Project Plan | March 22, 2017 |
| Commencement of Project Implementation | March 22, 2017 |
| Status report 1 | March 29, 2017 |
| Status report 2 | April 12, 2017 |
| Status report 3 | April 26, 2017 |
| Status report 4 | May 10, 2017 |
| Status report 5 | May 24, 2017 |
| Working Implementation of POS | June 7, 2017 |
| Project Completion | June 16, 2017 |
| Presentation | June 23, 2017 |

Changes to the above delivery dates can be approved by Nathan Scherr without penalty to the project team.

**Team-Sponsor Acceptance**

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

Nathan Scherr

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

Franko Alappat

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

Rincy Mary Varghese

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

Tyler Guillaume

Approved by the Project Sponsor:

Date:

Gavin Osborne

Date:

Craig Nielsen