# **PROJECT CHARTER**

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| 1. General Project Information | | | | |
| Project Name: | | **Happier Garden** | | |
| Executive Sponsors: | | **Aziz Fellah** | | |
| 2. Project Team | | | | |
|  | **Name** | | **Email** | |
| Project Manager: | Addison Long | | S539426@nwmissouri.edu | |
| Team Members: | Kooper Young | | S537651@nwmissouri.edu | |
|  | Phineas Allen | | s567637@nwmissouri.edu | |
|  | Ethan Rice | | S554282@nwmissouri.edu | |
| 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | |
| Name | | | Email | |
| Mahammad Hajiyev | | | S540421@nwmissouri.edu | |
| Nolan Lewandowski | | | s541148@nwmissouri.edu | |
| 4. Project Scope Statement | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | |
| There is a local restaurant named Happy Garden that, while very popular with local people, it is somewhat inaccessible. To our knowledge there is no menu for Happy Garden anywhere online. The same goes with their hours and stable contact information. We would like to consolidate all that info under a single source. | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project.* | | | | |
| Create a functioning website for Happy Garden.   1. Get Needed Information (Phone#, Hours of Operation, Social Media, Menu, Specials). 2. Decide on a website builder Ex: Squarespace, Wix, or other. 3. Add “Needed Information” to the website, so that users can access it while on the website. 4. The website should allow customers to browse the menu, find operating hours, and access the restaurant's social media accounts. | | | | |
| **Deliverables** *List the high-level “products” to be created* | | | | |
| A fully functional, locally hosted website for the local restaurant Happy Garden. | | | | |
| **Scope** *List what the project will and will not address* | | | | |
| The project will:  Deliver a functioning website  Probably use a site builder library  Provide a full menu of Happy Garden  Suggest places to host the website  The project will NOT:  Focus on advanced JavaScript  Be built completely from scratch  Implement billing and remote orders  Host the website or pay for hosting | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | |
| Feb 29th – Decide on a site builder framework - $1,500  March 15th – Learn enough of said framework to begin building basic layouts - $500  March 29th – Have the basic layouts and site structure / navigation completed - $2,000  April 1st – Convince Happy Garden to provide information and maybe show them the site so far - $50-100  April 15th – Have a functioning website that contains relevant information or placeholders - $3,500  April 20th – Fix all security and/or plugin issues - $1,000  April 30th – Convince either the school, or Happy Garden to pay for site hosting - $150  May 1st – If no one will pay to host the site, host it locally as a demo. - $120 | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Security/Cyber Security Issues | Risk Level “High” | | Poor Design/User Proficiency | Risk Level “High” | | Getting the needed Information form Happy Garden | Risk Level “High” | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | |
| **Money**  When using site building tools on a project like this, money is the biggest issue. Lots of tools advertise as free, but come with optional purchases to unlock advanced features. Usually, those advanced features are really useful and would be great to have, but we certainly are not going to pay for them.  **Time**  The biggest constraint in every project is time. No matter how much time is allotted it will never be enough, and we will always have problems that could be solved with more time.  **Cooperation**  We have not asked Happy Garden if they wish to participate in this endeavor. We would love for them to provide stable information for us, and pictures of the food would be nice, but if they refuse then we are out of luck. | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | |
| While success does not depend on their cooperation, it would be helpful if the staff and/or owners of Happy Garden agreed to provide information and otherwise cooperate. They have not yet been contacted. | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | |
| * Project manager will communicate with the team via outlook, text messages, and teams.   + There will be an Insight touchpoint weekly where the project manager will meet with the developers to see their progress and to answer any questions that they are having.   + Requirements will be gathered before developoment starts but if questions arise through development the developers are in charge of reaching out to the project manager and the project manager will coordinate with the stakeholders to get a meeting set up to give the developer more clarification for the request. * Project manager will communicate to the Executive Sponser and Stakeholders via outlook.   + Emails will be sent to the stakeholders whenever the next phase of the project is happening or there is an issue or question that a developer needs more clarification on.   + Stakeholders will receive meeting invites for the project kickoff, UAT prep, UAT Q&A and more. | | | | |
| 6. Sign-off | | | | |
| *Signature* | | | | Date (MM/DD/YYYY) |
| ***Ethan Rice*** | | | | 02/14/2024 |
| ***Kooper Young*** | | | | 02/14/2024 |
| ***Phineas Allen*** | | | | 02/14/2024 |
| ***Addison long*** | | | | 02/14/2024 |
| ***Mahammad Hajiyev*** | | | | 02/14/2024 |
| ***Nolan Lewandowski*** | | | | 02/14/2024 |
| 7. Notes | | | | |
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