Project Charter

**Project Title**: T.A. Solutions

**Project Start Date: 2/5/2020** **Projected Finish Date:** April 20th

**Budget Information: N/A**

**Project Manager:** Brian Blondet, Blondebr@kean.edu

**Project Objectives:**

* check-in/check-out logs
* Session History
* Tutor schedules/subjects
* **Analytics (Tutor & Admin)**
  + **Day to Day workload**
  + **Staff Availability**
  + **Growth Prediction**
  + **Predicted Workload**
  + **Tutor Time-in Track**
* Tutor Profiles
  + Internal rating system (admin view only)
  + Networking (linked in/github)
  + Tutor personal schedule

**Main Project Success Criteria:**

Create a tool that makes analytics and tracking of mentors/mentees easier for the administrator and professors.

Code samurai beta test?

**Approach:**

Mobile app with separate portals for tutors, students, and Administrators.

Agile sprint development process

Admin will have access to Analytical side on browser.

**Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Secondary Role** | **Contact Information** |
| Project Manager | Brian Blondet | System Engineer |  |
| Tester | Andy | System Architect |  |
| Web Developer | Kyle | Analytics |  |
| Mobile Developer | Robert | Analytics |  |
| Database Admin | Matt | Back-end Developer |  |
| Tester | Chris | Web Developer |  |

**Sign-off:** (Signatures of all above stakeholders. Can sign by their names in table above.)

**Comments:** (Handwritten or typed comments from above stakeholders, if applicable)