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CS-250 Software Development Lifecycle

Southern New Hampshire University

03/17/2019

# CS 250 Agile Project Charter Template

**SNHU Travel for Customers**

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| Business Case/Vision:*(Value to attain)* | Expanding customer base by offering trendy, niche vacation packages. Customers will be able to access vacations online. |
| Mission Statement:*(Result to accomplish)* | To get great deals for customers. Customers will be happy with an easy navigable site and great prices for their dream vacation. |
| Project Team:*(Team members and roles)* | Christy – Product Owner  Amanda – President of Travel  Ron – Scrum Master  Brian – Tester  Nicky - Developer |
| Success Criteria: | Start date: 03/18/2019  Expected completion date: 04/19/2019  Final deliverable: 04/22/2019  Key project objectives: Site up in 5 weeks. After 3 months have majority of vacations planned for year. |
| Key Project Risks: | Market Risk – Other places have similar sites, there may be competition.  Legal Risk – We must follow the law on all aspects.  Cost Risk – Vacation deals must not be cheaper than purchased bundles.  Performance Risk – All team members must work efficiently. |
| Rules of Behavior:*(Values and principles)* | Meetings will be conducted in a professional matter.  All team members will treat each other with respect, no matter seniority.  All team members will be heard if they have an idea.  If you have an idea or question, you must raise your hand.  Criticism is acceptable in only a respectable manner.  All team members will be held accountable for their responsibilities.  We will work as a team, without bias. |
| Communication Guidelines:*(Scrum ceremonies and rules)* | Regular meetings will start every day at 8am and last 15 minutes.  All team members are required to attend, on time.  Daily tasks will be updated on the board before our meetings.  Cell phones must be off during meetings.  Notes will be taken by team members on a rotating basis and placed near the board after all meetings.  Cancellation of meetings will be emailed as soon as possible. |

**Daily Standup**

Each day we will meet for regular, 15-minute meetings at 8am.

Team member appointed for note taking.

Team member discussion to answer the following questions:

* What did I do yesterday?
* What will I do today?
* What impedes me?

Team organization to keep everyone involved.

Sprint backlog and sprint task discussion.

View and explanation of task board and how projects are coming along.

Agile practices and iteration.

Sidebar questions and concerns throughout meeting.

Reiteration of rules if needed.

**Roles**

Product Owner

Maximizes the value of product and work

Manages Product Backlog

Provides direction

Scrum Master

Helps the team to be successful

Ensures effective product backlog

Helps Scrum team understanding

Facilitates Scrum events

Team

Organize and manage own work

Uses skills to work efficiently

Tester

Defines acceptance criteria and tests

Tests user stories

Resolves issues

Developer

Designs and develops code

Facilitates peer reviews

Collaborates with the team