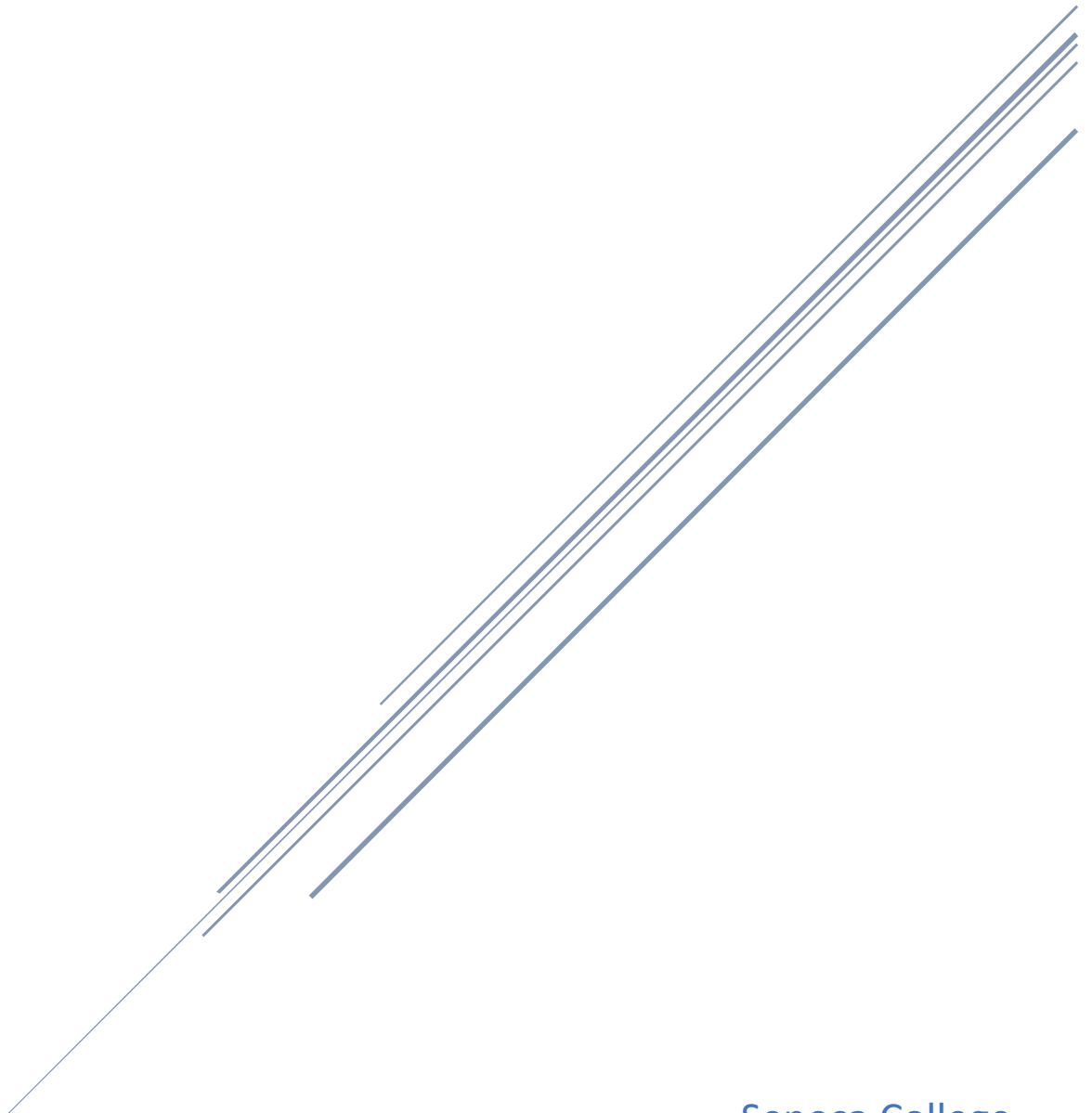# SENECASYNC IMPLEMENTATION

Project charter/Scope

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Contents

Project Title:

SenecaSync: Bridging the Notification Gap in Digital Academia

Scope and Objectives:

Scope: The scope of the "SenecaSync" project encompasses the development and deployment of a mobile-first application designed to seamlessly integrate with Blackboard Ultra. The primary aim is to offer students of Seneca College a more efficient, personalized, and user-friendly academic notification system. Key areas covered include adaptive notifications, an interactive dashboard, customizable profiles, and deep linking capabilities that redirect to Blackboard Ultra content.

General Objectives:

1. **Enhance Student Experience:** Simplify the academic tracking process for students by centralizing and personalizing notifications, making them more relevant and timely.

2. **Promote Academic Efficiency:** Reduce the instances of missed deadlines, overlooked announcements, or scheduling conflicts by ensuring students are proactively informed.

3. **Strengthen Integration with Blackboard Ultra:** Leverage the robustness of Blackboard Ultra by integrating SenecaSync with its backend, ensuring real-time data synchronization and comprehensive coverage of academic content.

4. **Offer a Mobile-First Solution:** Recognizing the mobile-centric habits of the modern student, this application will be designed with a mobile-first approach, ensuring compatibility, ease of use, and accessibility across devices.

Specific Objectives:

1. **Develop an Adaptive Notification System:** This system will factor in the urgency, type, and relevance of information. For instance, imminent assignment deadlines would trigger immediate notifications, while an update to a course module might be summarized in a weekly digest.

2. **Implement an Interactive Dashboard:** A user-friendly dashboard that offers a quick overview of upcoming tasks, events, and reminders, along with the ability to deep-dive into any item for more details.

3. **Enable Profile Customization:** Allow students to set preferences for notification types, frequency, and content. This includes "Do Not Disturb" timings, course-wise notification settings, and choice of notification channels (e.g., push, email, SMS).

4. **Facilitate Deep Linking to Blackboard Ultra:** Ensure that any notification related to course content, discussions, or assignments contains direct links that take the user straight to the relevant page on Blackboard Ultra.

5. **Engage in Continuous Feedback & Iteration:** After the initial rollout, gather feedback from a select group of users to understand pain points, areas of improvement, and any additional

features they'd find beneficial. This feedback loop will be crucial in refining the application and ensuring it remains aligned with student needs.

Defining Conditions, Constraints, and Assumptions:

Conditions:

1. **Technological Infrastructure: The project will be executed under the presumption that Seneca College's current technological infrastructure, particularly concerning Blackboard Ultra, is stable and can support the additional data access demands of the SenecaSync app.**

2. **Stakeholder Support: Key stakeholders, such as faculty members and the IT department, will be supportive and provide necessary permissions and collaborations for the project's success.**

Constraints:

1. **Data Privacy & Compliance:** With the integration of Blackboard Ultra, SenecaSync will have access to sensitive academic data. Adhering to data privacy regulations and college guidelines is paramount and non-negotiable.

2. **Integration Limitations:** The extensiveness of integration with Blackboard Ultra might be limited by its API capabilities or access restrictions, potentially limiting the depth of synchronization.

3. **Time and Budget:** The project must be completed within the defined timeline and the allotted budget, making efficient resource allocation essential.

4. **Mobile Platform Diversity:** Developing for multiple mobile platforms (iOS, Android) may pose challenges in ensuring a uniform experience across all devices.

Assumptions:

1. **User Adoption:** A significant portion of the student body will adopt and use the SenecaSync application, given its direct relevance to their academic life.

2. **Stable Backend Systems:** Blackboard Ultra's backend systems remain consistent and stable throughout the project's lifecycle, ensuring uninterrupted integration.

3. **Feedback Responsiveness:** Students and faculty will actively provide feedback during the testing phases, aiding in refining the app.

4. **Ongoing Support:** Post the launch of SenecaSync, there will be continued support from the college's IT department for maintenance, updates, and handling any technical issues.

5. **Network Infrastructure:** The college's network infrastructure can handle the increased data requests and traffic that the new application will introduce, ensuring no system slowdowns or outages.

Project Organization for SenecaSync Project

1. **Project Sponsor:** A senior leader from Seneca College's IT or Academic department responsible for endorsing and securing resources for the project.

2. **Project Manager:** Oversees the entire project, manages timelines, resources, and serves as the main liaison among stakeholders.

3. **Technical Lead:** Focuses on the technical aspects, ensuring smooth integration with Blackboard Ultra and directing the development team.

4. **UX/UI Designer:** Designs the app's interface and ensures an intuitive user experience based on student needs.

5. **QA Lead:** Manages the testing process to identify and address bugs, ensuring a high-quality final product.

6. **Stakeholder Liaison:** Gathers feedback from students and faculty, ensuring the app meets end-user needs.

7. **Development Team:** A group of coders who will build the app based on design and technical specifications.

8. **Marketing and Outreach Coordinator:** Responsible for promoting SenecaSync to students and gathering initial feedback.

Project Manager Authority and Responsibilities for SenecaSync Project

Authority:

1. **Decision Making:** The Project Manager has the authority to make day-to-day operational decisions related to the project, within the limits established by the Project Sponsor and the approved project budget.

2. **Resource Allocation:** Allocate resources, including team members, tools, and budgetary components, based on project needs.

3. **Change Management:** Approve minor changes within the project's scope. Major changes that significantly impact the scope, time, or budget must be approved by the Project Sponsor.

4. **Conflict Resolution:** Address conflicts among team members or stakeholders and seek solutions that align with project objectives.

5. **Task Delegation:** Delegate tasks to team members based on their expertise and the project's requirements.

Responsibilities:

1. **Project Oversight:** Oversee the entire project lifecycle, ensuring it stays on track with the defined scope, timeline, and budget.

2. **Stakeholder Communication:** Serve as the main point of contact between the project team and external stakeholders, facilitating transparent communication.

3. **Risk Management:** Identify potential risks, create mitigation strategies, and monitor the project for any emerging risks.

4. **Quality Assurance:** Ensure that project deliverables meet or exceed the defined quality standards.

5. **Team Leadership:** Motivate, guide, and support team members, ensuring an effective and cohesive work environment.

6. **Budget Management:** Monitor project expenses, ensuring it aligns with the allocated budget and making adjustments as necessary.

7. **Documentation:** Ensure that all project documentation, including plans, reports, and change requests, are organized, up-to-date, and accessible to relevant stakeholders.

8. **Reporting:** Regularly update the Project Sponsor and other key stakeholders on the project's status, challenges, and achievements.

9. **Continuous Improvement:** Collect feedback from team members and stakeholders to refine processes, making the project more efficient and effective.

Support Requirements from Other Organizations for SenecaSync Project

IT Department:

- Technical infrastructure, such as servers and databases.

- Support in the integration of SenecaSync with existing systems "Blackboard Ultra".

- Technical expertise in ensuring the application is secure and adheres to college IT standards.

- Provisioning of development tools and platforms.

Academic Affairs:

- Input on academic calendar synchronization, class schedules, and other curriculum-related information.

- Coordination for gathering feedback from faculty regarding app features.

Student Affairs/Student Services:

- Insight into student needs, preferences, and feedback.

- Coordination for conducting student surveys or focus groups to refine app features.

- Providing access to student events and extracurricular activities to be included in the app's notification system.

Marketing & Communications Department:

- Assistance in creating promotional campaigns to introduce and engage students with SenecaSync.

- Provision of branding guidelines to ensure the app aligns with the college's brand identity.

Legal & Compliance Department:

- Guidance on ensuring that the app adheres to privacy laws, intellectual property rights, and other relevant regulations.

- Review of terms of service, privacy policies, and other legal documents associated with the app.

Finance Department:

- Facilitation in budget allocations, financial tracking, and procurement processes.

- Ensuring that any monetization or in-app purchase mechanisms, if any, are properly managed and reported.

External Partners:

- In case the project involves third-party tools, platforms, or services, coordination and support will be needed from these external organizations.

- They may offer specialized expertise, additional resources, or specific technologies.

Project Strategy and Milestones:

1. **Initiation and Planning:** Establish project goals, gather initial requirements, and draft the initial project plan. Engage stakeholders for feedback.

2. **Design Phase:** The UX/UI Designer creates mock-ups and prototypes of the SenecaSync application. Review and approval by key stakeholders.

3. **Development Phase:** The Development Team begins coding the app based on the approved designs and technical specifications.

4. **Integration with Blackboard Ultra:** This phase focuses on integrating the app with Blackboard Ultra's backend, ensuring real-time data synchronization.

5. **Testing Phase:** The QA Lead oversees rigorous testing of the application, identifying bugs and ensuring quality. Feedback is collected and necessary changes are made.

6. **Launch:** Once testing is complete and the app meets quality standards, it's officially launched for Seneca College students.

7. **Feedback and Iteration:** After the initial rollout, feedback is gathered from a select group of users and used for refining the application further.

8. **Continuous Maintenance and Support:** Regular updates, bug fixes, and enhancements based on user feedback and technological advancements.

Approvals for SenecaSync Project

Purpose: This section ensures that key stakeholders and decision-makers officially approve the project charter and its components, indicating their agreement and commitment to support the project.

Project Sponsor:

Name: _____

Signature: _____ Date: _____

Project Manager:

Name: _____

Signature: _____ Date: _____

Technical Lead:

Name: _____

Signature: _____ Date: _____

User Representatives:

1. Name: _____

Signature: _____ Date: _____

2. Name: _____

Signature: _____ Date: _____

Additional Approvals (if necessary):

Department Head (IT Services):

Name: _____

Signature: _____ Date: _____

Department Head (Academic Affairs):

Name: _____

Signature: _____ Date: _____

Note: By signing above, each party acknowledges their understanding of the project's objectives, deliverables, roles, responsibilities, and commitments. They also agree to provide the necessary support and resources to ensure the project's success.