TO: Martha Yoon, Regatta University President

FROM: Nathan Hallam, Information Technology Team

DATE: July 14, 2024

SUBJECT: Student Degree Progress Web Portal

**Purpose:**

As described in the project scenario; the ever increasing yearly enrollment rate of 4 to 8% at Regatta University accentuates the importance of a well designed student web portal to review their degree progress. The information needs to be accurate, easy to locate, and fast to respond so that students can feel at ease knowing that their information is up-to-date. Described in the project description we will be leveraging currently established back end software with minor alterations to accommodate the student information, but our goal is to overhaul the front end systems to accomplish the previously stated fast and accurate display for the end users that is specific to them. The front end design will be accessed via a web page format and be modified to be user friendly across multiple devices that are secure from outside interference.

**Key Roles:**

This project will include the following people described in the project charter.

The directors and sponsors are:

* John Smith will be this project's sponsor
* Arthur Bowman as Core Stakeholder
* Michael Erdmann as Middleware Director
* Amber McLedon as Applications Director
* Cynthia Carmom as PMO Director/ Acting Student Systems Director

The project team will be:

* John Doe as Project Manager
* Shila Cole as Systems Analyst
* Ana Fischer as Middleware Application Developer
* John Jones as Backend Systems Analyst..

**Stakeholders:**

* Regatta Academic Advisors
* Regatta Office of Enrollment Management

**Role Functions and Significance:**

All role functions and significance are described in the RACI chart and Work Breakdown Structure (WBS) in the management documents.

The Project Manager is responsible for monitoring the project and its team, ensuring that all necessary documentation is created and submitted to the proper people. The project manager will be mainly utilized during the Initiation, Controlling, and Closure phases.

The Systems Analyst is responsible for ensuring the integrity of the overall systems and the integration between the front and back end services by creating test scenarios to stress the new systems in place. The systems analyst will be utilized in the Execution phase, mainly the Testing subsection.

The Middleware Application Developer is responsible for developing the user interface and front end systems. The middleware application developer will be utilized in the Execution phase subsections of Design, Implementation, and Transition.

The Backend Systems Analyst is responsible for monitoring and updating segments of the back end services to accommodate the new front end development. The backend systems analyst will be utilized in the Execution phase subsections of Design, Implementation, and Transition.

**Assigned Tasks:**

All tasks are described in the RACI Chart in the management documents.

John Doe as the Project Manager is responsible for creating the project charter, developing the project management plan, defining the project scope, creating a formal budget plan, filling in the Gantt chart. Monitoring project progress through its life cycle, managing project deliverables and hand-off records, assessing risk throughout the project life cycle, developing a project report, and performing a project reflection.

Shila Cole as the Systems Analyst is responsible for creating a defined test plan, testing the scenarios defined in the test plan, and performing integration testing to ensure proper functionality between the front and back ends.

Fischer as the Middleware Application Developer is responsible for developing the user interface mockup, creating the architectural design of the front end, developing the GUI for the degree tracker, developing the web code to receive data from the back end and display it in the GUI, and transition web application into production environment (go-live).

John Jones as the Backend Systems Analyst is responsible for creating the architectural design for the back end of the application, developing the back-end code to process data sent from the front end, and assisting in the transition of the web application into the production environment (go-live).