

Project Charter

(Office/Department - Project Name)
Updated (date) - Version (x.x)

Project Name	Interview App - Text Processing Subsystem		
Executive Sponsor	Hussain Zaidi		
Project Manager	Rutvik Deo		
Primary Stakeholder(s)	Hussain Zaidi		
Project Description / Statement of Work			
The text processing subsystem receives the audio generated by the interviewee and represents it as text, then uses that text to score the responses to each question according to a provided set of keywords. It then makes the transcription and scores available to the main system.			
Business Case / Statement of Need (Why is this project important now?)			
Key parts of the main system require text input to function, and a keyword check would help weed out applicants who go completely off track. This subsystem provides both sets of functionality.			
Customers		Customer Needs / Requirements	
Hussain Zaidi		the functionality of the broader system + accurate voice-to-text (VTT) and objective scoring methods	
Project Definition			
Project Goals	Our subsystem aims to quickly and accurately provide a transcript of the interviewee’s input, and to quickly identify the presence of keywords and provide a rating.		
Project Scope	The subsystem consists of a VTT component and a scoring component. The two components are functionally separate, but will be provided by the same web service. The scoring component operates on the data produced by the VTT component but is otherwise independent from it.		
Project Deliverables	Our deliverables include the subsystem itself, as well as planning and design materials, such as diagrams, and an updated Kanban board to show our progress. This will ensure a quality product on a reasonable time scale.		
Project Constraints / Risks (Elements that may restrict a project, project team, or project action)			
<ul style="list-style-type: none">existing free VTT functionality may not be accurate or quick enough to fulfill all requirementsa keyword match may not be the best method of weeding out low-quality interviews<ul style="list-style-type: none">the specific keywords selected may not help in weedingif any of the groups misunderstands part of the project planning, development could be set backmismatched schedules may make inter- and intra-group collaboration difficult			
Implementation Plan / Milestones) (Due dates and durations)			
Sprint 1 (2 weeks): Setting up Github, figuring out language for implementing and audio input format, researching information			
Spring 2 (2 weeks): Choosing speech to text API, implemented speech to text through live recording and recording file to a text file.			
Sprint 3 (2 weeks): Added list of keywords in order to calculate confidence of speech/text, figured out number of audio files to process, multiple tests ran and bugs fixed, finished documentation and diagrams.			
Communication Plan (What needs to be communicated? When is communication needed? To who? How?)			
Throughout development, we must communicate with the customer to ensure that the working system meets all customer requirements. We must also communicate with our executive manager at milestones to ensure			

that development is on track, and communicate with the other teams to ensure that we provide all the data and functionality that the main system needs to function.

Change Management / Issue Management *(How decisions will be made? How changes will be made?)*

Decisions and changes will be made by agreement of the project manager and developers. The project manager will act as liaison with other groups to ensure that any changes made will not interfere with other workings in the system, or that any interference will have good reason and the support of the affected groups. Devs will also work with the analyst to ensure that all changes are following good practices and are properly documented.

Project Team Roles and Responsibilities

Team members	Roles	Responsibilities
Andre Nalbandian	Developer	Core VTT system
Timothy Huang	Developer	Interface with web services and file handling
Sharen Sah	Analyst and Developer	Systems design and analysis

Stakeholder Roles and Responsibilities

Stakeholders	Roles	Responsibilities
Hussain Zaidi	Manager	Work with team to ensure that requirements are accurately understood by the team and met by the software

Sign-off

Sponsor : _____ **Date:** _____
(Name)