PROJECT CHARTER

Project Title:
GRACE: A Documentary & Personal Profile Website Project for Professor Grace Otinwa

Project Sponsor:
Professor Grace Otinwa

Sponsor's Organization:
University of Lagos (UNILAG)

Project Manager:
Patricia Chukwu

Start Date:
January 10th, 2025

End Date:
April 30th, 2025

1. Problem Statement

Despite her decades of academic excellence, leadership, mentorship, and national impact, Professor Grace Otinwa does not have a central digital platform or professionally crafted documentary that captures her legacy. Her achievements, contributions to education, and influence on students and colleagues remain largely undocumented in a structured, accessible form.

This project aims to preserve her legacy through a compelling documentary and a modern personal profile website that showcases her journey, achievements, publications, philosophies, values, and lifelong impact.

1.1 Project Objectives

- Produce a high-quality documentary that narrates the life, achievements, and legacy of Professor Grace Otinwa.

- Design and develop a modern, responsive personal profile website.

- Conduct interviews, gather testimonials, and collect multimedia materials.

- Document her academic journey, career highlights, and personal philosophy.

- Ensure the final outputs (video + website) meet professional and academic standards.

- Deliver the project within the scheduled timeframe and approved scope.

2. Scope Statement

2.1 In Scope

- Complete documentary production: scripting, interviews, filming, voiceover, editing, and final cut.

- Website design and development (UI/UX, content writing, media integration).

- Collection and curation of testimonials (video, audio, written).

- Archival content organization (photos, publications, achievements).

- Hosting setup and deployment of website.

- Review sessions with sponsor for feedback and approval.

- Basic SEO and accessibility optimization for the website.

- Branding elements (colors, typography, logo mark for the project).

2.2 Out of Scope

- Social media management or promotion campaigns.

- Physical event planning for documentary premiere.

- Extended website features (e.g., automated blog system, e-commerce, LMS integration).

- Multi-language website development (phase 2 consideration).

- Long-term website maintenance beyond handover period.

2.3 Success Criteria

- Documentary successfully delivered in HD-quality with clear storytelling.

- Website is responsive, visually appealing, and easy to navigate.

- Positive feedback from project sponsor and key stakeholders.

- At least 90% of planned content gathered and integrated.

- Project delivered within agreed timeline and budget.

- No major revisions required after final approval.

3. Key Stakeholders

Name	Role	Responsibilities
Professor Grace Otinwa	Project Sponsor	Provides approvals, content, and guidance; reviews deliverables.
Patricia Chukwu	Project Manager	Leads planning, coordination, execution, communication, and delivery.
Tobe Chukwu	Content & Visual Direction	Oversees documentary storytelling and creative output.
Adeolu Okunsanmi	Filming & Editing	Handles shoots, interviews, sound, and editing.
Elijah	Development Lead	Builds and deploys the personal profile website.
Boluwatife Ojo	Web & Documentary Script Content	Crafts website copy, documentary narration, and storylines.
Interview Respondents (Family, Colleagues, Students)	Stakeholders	Provide testimonials and insights for documentary.

4. Timeline

Timeline: 3.5 Months

S/N	Milestones/Phases	Duration
1	Project Initiation, Charter, Requirements Gathering	Jan 10 – Jan 20, 2025
2	Documentary Planning, Script & Storyboard Development	Jan 21 – Feb 5, 2025
3	Filming (Interviews, B-roll, Archival Gathering)	Feb 6 – Mar 1, 2025
4	Video Editing, Voiceover & Review	Mar 2 – Mar 22, 2025
5	Website UI/UX Design + Content Writing	Mar 5 – Mar 20, 2025
6	Website Development & Media Integration	Mar 21 – Apr 10, 2025
7	Final QA, Testing, Review & Sponsor Approval	Apr 11 – Apr 22, 2025

S/N	Milestones/Phases	Duration
8	Final Delivery: Documentary + Website Launch	Apr 30, 2025

5. Major Risks, Assumptions, and Constraints

Risks	Assumptions	Constraints
Interview cancellations or limited availability of key respondents.	Sponsor and respondents will cooperate and grant interviews.	Tight project timeline with parallel tasks.
Delay in documentary editing due to complexity.	Filming equipment and team will be available as scheduled.	Budget limitations for production resources.
Website revisions exceeding timeline.	Website content and materials will be provided on time.	Limited access to archival materials.
Weather or location issues affecting outdoor shoots.	Sponsor will approve drafts within agreed review periods.	Academic calendar may affect team availability.

6. Approval and Sign-off

Stakeholder Name	Title	Signature	Date
Professor Grace Otinwa	Project Sponsor	Signed	8th January, 2025
Patricia Chukwu	Project Manager	Signed	8th January, 2025
Adeolu Okunsanmi	Production Lead	Signed	8th January, 2025
Elijah	Technical Lead	Signed	8th January, 2025