# **PROJECT CHARTER**

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| General Project Information | | |
| Project Name: | **Meet the Faculty** | |
| Executive Sponsors: | **Blackboard Inc** | |
| **Project Purpose** | | |
| This project is based between the client (Blackboard Inc) and the vendor(PritomSolutions). The project is to add a new module to support automatic appointment scheduling to Blackboard’s existing web application for use in web browser. This solves a critical problem by enabling professors from different faculties to set up meetings with their students. It will be interactive, easy to use, and will eliminate dependecies. Earlier the existing Blackboard application didn’t have any feature of this sort and thus students and professors had to exchange multiple emails or in-person visits to set up personal appointments. After this module is established, the students can visit the professors even on their non office hours and can also utilise the Blackboard Collaborate for online meetings at the desired slots. This project is important for Blackboard to enable them to stand out from their competitiors who are providing such solutions to various other universities. | | |
| **Objectives** | | |
| PritomSolutions will launch an automatic appointment scheduler for Blackboard Inc. for their existing application. It is going to accomplished with a budget no more than $250k and with a schedule within 5 months. Increase customer base and sales by 5% within 120 days after the product launch date of Dec 7, 2020. | | |
| **Success Criteria** | | |
| The module is integrated and deployed within the existing Blackboard application on Dec 7,2020. | | |
| Currently 220 universities are using the solutions and by April 7,2020 the number of university clients should rise from 220 to 231 in number. | | |
| PritomSolutions have to deliver with a cost no more than $250k for design, development, requirement gathering, testing and for the final deployment of the product. | | |
| **High Level Requirements** | | |
| The “Meet the Faculty” project will enable the following:-   * Professors can list down their free slots on any hours for holding a in-person or video meetings. They can reschdeule an existing meeting, change the date and time of their assigned slots based on their likings. They can also cancel any slots as they like and students would be notified in their university email ids about any changes to their appointment. * Students can book any of the slots that the professor provides. They can request for recommending new time on the same day and if the professor approves then they are assinged to a new slot with the revised time. They can also cancel any booked appointment and the changes are reflected in the professor’s online calender by Blackboard and notified in their email. * Upto 60 students can join in one slot at a time if a video conversation mode is selected. | | |
| **Assumptions and Constraints** | | |
| * PritomSolutions will use the existing cloud architecture Amazon Web Services that Blackboard Inc was using. * The hardware will be provided by Blackboard Inc for the development of the project. * Access to Blackboard Wi-Fi netowrk for all the PritomSolutions employees for the duration of the project. * Provision of automated meeting schdeuling, auto time zone conversation and Google calender integration on a daily basis. | | |
| **High Level Risks** | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (High, Medium, Low)** | | Unmonitored usage of AWS services could lead to spike in project costs. | Medium | | If Technical Leads are affected with covid 19, it would drastically increase the time to complete the project. | High | | Delivery of the project could be delayed due to mutiple changes from the Blackboard for the project. | Low | | | |
| **Summary Milestone Schedule** | | |
| “Meet the Faculty” is going to have 7 milestones to monitor the performance and the progress of the project overall.   1. Project Kickoff. 2. Project Requirements Complete. 3. Project Design Complete. 4. Project Development Complete. 5. Project Testing Complete. 6. Project Deployment Complete. 7. Project Sign Off and Completion. | | |
| Summary Budget | | |
| The budget of the project is estimated to be around $220k which was derived by using a Top Down Cost Estimation Methodology. A 20% margin price is also inlcuded along the actual project price. | |