**PROJECT CHARTER**

***“ElevateHer”***

Ben Doyle

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**Course:**

Capstone

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## Section 1. Charter Introduction

### 1.1 Document change control

This section serves to control the development and distribution of revisions to the project charter. It should be used together with a change management process and a document management system. It is recommended that changes to the charter be documented only by adding appendices to the original project charter. This will keep an accurate history of the original document that was first approved*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
| 1.0 | 2020-01-14 | Shoaib Khalid | Creation of the document. |
|  |  |  |  |
|  |  |  |  |

### 1.2 Executive summary

The project is about to redesign the website of ElevateHER (Mental Health Support Services Canada) and migrate to WordPress. Furthermore, the website requires to add few additional components such as social media news feed, event updates, online store, blog, and online donation portal.

### 1.3 Authorization

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Karen Gillespie Date  
Executive Sponsor  
Academic Chair, NSCC

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Project Sponsor  
Instructor, NSCC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  
  
Student, NSCC

## Section 2. Project Overview

### 2.1 Project summary

The website will have the following features – it will be accessible from any browser, secure and user friendly (in terms of ease of use). Online store would be available, and users will be able to make payment & donors could donate.

### 2.2 Project goals, business outcomes, and objectives

| **No.** | **Goals** | **Objectives** | **Business Outcomes** |
| --- | --- | --- | --- |
| 1. | To exhibit company objectives clearer than before | * Publishing about company and it’s sponsors | * Customers would know more about company and its sponsors than before |
| 2. | To make site available for donations anytime | * To keep passive income. Support non-profit goals. | * Donation portal |
| 3. | To add a facility to shop online anytime | * Implement store component by end of project. | * Online store |
| 4. | Customer would be updated about company services/programs through regular blog post and newsletter | * The user can visit blog page to know about latest updates | * Newsletter sign up |

### 2.3 Project scope

| **Activities in Scope** | **Activities out of Scope** |
| --- | --- |
| 1. **Social media icons and onsite newsfeed** | 1. **Photo** **gallery** |
| 2. **Newsletter subscription** | 2. **Bilingual** |
| 3. **Blog** |  |
| 4. **Online store** |  |
| 5. **Services/Programs** |  |
| 6. **Donation portal** |  |
| 7. **List of organization** |  |
| 8. **Calendar** |  |

### 2.4 Milestones

| **Project Milestone** | **Description** | **Expected Date** |
| --- | --- | --- |
| 1. AWS instance | To publish AWS instance for ‘ElevateHer’ site | 22/01/2020 |
| 2. Content migration | Migrate content from existing site | 01/02/2020 |
| 3. Add pages | Setup all website pages | 05/02/2020 |
| 3. Online store | Setup eCommerce plugin | 10/02/2020 |
| 4. Donation portal | Setup donation portal | 28/02/2020 |
| 5. Social media & blog page | Add social media icons and blog page | 07/03/2020 |
| 6. Final migration | Move new content to existing domain | 01/04/2020 |

### 2.5 Deliverables

**Project Deliverable 1:**

**Project Deliverable 1:**

| **Project Deliverable 1:** | **Deliverable Name** |
| --- | --- |
| Description: | Meeting with client |
| Acceptance criteria: | User stories |
| Due date: | 09/01/2020 |

| **Project Deliverable 2:** | **Deliverable Name** |
| --- | --- |
| Description: | Project planning |
| Acceptance criteria: | • To document and communicate stakeholder products and project expectations  • To control schedule and delivery  • To calculate and manage associated risks |
| Due date: | 22/01/2020 |

### 

| **Project Deliverable 3:** | **Deliverable Name** |
| --- | --- |
| Description: | Functional website allowing users to access the site, buy online, donate online, subscribe to newsletter |
| Acceptance criteria: | Quality assurance |
| Due date: | 1/04/2020 |

### 02.8 Project risks, assumptions, and constraints

#### 2.8.1 Risks

| **No.** | **Risk Description** | **Probability (H/M/L)** | **Impact (H/M/L)** | **Planned Mitigation** |
| --- | --- | --- | --- | --- |
| 1. | User/donator banking information might be stolen by hacker | L | H | Deploying the most reputable and credible payment gateway |
| 2. | Client may not be happy with the final design | M | H | Weekly progress meeting |
| 3. | Company is a non-profit so they have low funds which may impede project progress | L | M | Project charter will clear all cost so we have an agreed spending limit if any spending arises |

#### 2.8.2 Assumptions

| **No.** | **The following is assumed:** |
| --- | --- |
| 1. | Site Cpanel and domain credentials would be provided. |
| 2. | Site content would be provided by client. |
| 3. |  |

#### 2.8.3 Constraints

| **No.** | **Category** | **Constraints** |
| --- | --- | --- |
| 1. | Deadline | The website should be finalised before April 15th, 2020. |
| 2. | Funds | Project to be completed with no cost |
| 3. |  |  |

## Section 3. Project Organization

### 3.1 Project governance

### 3.2 Project team structure

### 3.3 Roles and responsibilities

| **Project Role** | **Responsibilities** | **Assigned to** |
| --- | --- | --- |
| [Project manager] | Manage project and team members, review documents, schedule meetings, update charter, assign tasks. | Ben Doyle, Shoaib Khalid |
| [Project team] | Conduct tasks assigned by project manager, schedule meetings, write user stories, review documents, update charter. | Ben Doyle, Shoaib Khalid |
| [Executive steering board] | Student association will provide information, advice, and assistance whenever needed. |  |
| [Executive sponsor] | Academic chair will be responsible to approve the project and resources. |  |
| [Subject matter experts] | International students that will be interviewed by project team members |  |

### 3.4 Project facilities and resources

* Office space for meetings (provided by NSCC): classroom 308 / classroom 309 / McCarthy Hall (responsibility by team members)
* Computer equipment (provided by NSCC): lab computer / library computer (responsibility by team members)
* Support tools (provided by NSCC): Microsoft Project (responsibility by team members), AWS

## Section 4. Project References

This is where you describe and identify the location of key documents that define and establish the project, such as the business case, departmental investment plan, departmental long-term strategy, outcome management plan, outcome map, Speech from the Throne, Cabinet directions, and horizontal government initiatives.

More information concerning this project can be found in the following documents:

| **Document Title** | **Version No.** | **Date** | **Author and Organization** | **Location (link or path)** |
| --- | --- | --- | --- | --- |
| Project Charter “Capstone” | V1.0 | 2020-Jan-14 | Ben Doyle, Shoaib Khalid | Onedrive:\Capstone\ProjectCharter |
| ElevateHer | V1.0 | 2019-Oct-07 | Stephanie Atwood | <http://www.elevatehercanada.ca/> |
|  |  |  |  |  |

## Section 5. Glossary and Acronyms

Define all terms and acronyms required to interpret the project charter properly.

|  |  |
| --- | --- |
| **Term or Acronym** | **Definition** |
| URL | Uniform Resource Locator |
| NSCC | Nova Scotia Community College |
| AWS | Amazon Web Services |
| Site | Website |
| ElevateHer | Website |
| Checklist for reviewing your project charter: After you have finished filling in the template for your project charter, use the list below to review the different sections to make sure you have included all the information required.   * The executive summary demonstrates the clear alignment of the project, the departmental investment plan, and the Program Activity Architecture. * There are specific and measurable project objectives and business outcomes that are linked to project goals. * The scope of the project is clearly stated: the reader can easily understand what product, service, or result will be delivered by the project and what high-level activities will be performed. * The deliverables are spread over the duration of the project, following a phased approach based on decision gates. * Strategic risks are identified and assessed. * A governance process is defined to escalate issues when required, to approve changes to the project (scope, schedule), and to accept deliverables. * Authority relationships between team members are clearly presented. * Project roles and responsibilities are defined and assigned to individuals or groups. * Requirements for facilities and resources are described where significant logistical efforts are involved.   If all of these are checked as complete, delete this checklist, update the Table of Contents, and save the document to file. |