

# Canvas Casso Project Charter

Problem Summary		Value Proposition			
<p>Canvas provides comprehensive resources to its users, but unfortunately, these resources are difficult to navigate. Due to the high number of clicks made while students navigate, relevant information becomes challenging to unearth and much of Canvas' useful functionality remains unused or unexplored. We need to shine light on the array of resources at users' disposal, make these resources easier to access, and provide quick instructions for easier use so that users can capitalize on the true benefit of our product.</p>		<p>Enhanced accessibility, ease of use and exploration of new avenues of learning. To ensure students can make the most of their Canvas experience, our unique, smart assistant Casso suggests unused features and provides students specific answers to common Canvas queries. Additionally, Casso can provide student-specific data such as their aggregate grade for a course, their upcoming assignments or even a snippet of their calendar, per their request.</p>			
Project Assumptions and Risks		Project Team (Picasso)			
<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>Canvas has a database management system and BI tools which allow for data analytics and performance metrics monitoring.</li> <li>Support from all the teams will be available as per the timelines mentioned</li> <li>Project scope stays the same for the entire project lifecycle and the management team approves and shares feedback on time</li> <li>The smart assistant AI is compatible with Canvas...</li> </ul>		<p><b>Risks</b></p> <ul style="list-style-type: none"> <li>Integration of the bot with existing frameworks might create latency issues or can be a potential reason for product downtime.</li> <li>The project timeline takes into account the knowledge transfer to the vendor of the Canvas instruction guide. If knowledge transfer exceeds allotted time, then the project timeline and budget could be put at risk.</li> </ul>			
Project Goals and Success Metrics		Budget Estimates			
<p>The goal of Canvas Casso is to familiarize our users with the extensive resources our product provides in a way that enhances user experience. We hope that, with Canvas Casso, our users will be able to ask any question they have about our platform and receive the quick answer or suggestion they need, no lengthy user guide necessary!</p>		<p>Total = \$310,025 Labor = \$240,000 Software = \$50,000 Salary = \$175,000 Admin, Logistics, and Maintenance = \$22,000 Reserves = \$74,025</p>			
In-Scope		Out of scope			
<ul style="list-style-type: none"> <li>Researching and planning on feature development by conducting user interviews and competitor research.</li> <li>Conduct budget planning sessions and prepare estimated costs of development.</li> <li>Brainstorm on vendor selection and conduct meetings with them to finalize the product to use.</li> <li>Allocate technology and design resources to integrate third-party service to the existing product.</li> <li>Provide product compatibility on multiple platforms / browsers.</li> <li>Test the new integrated platform and evaluate the functionalities.</li> <li>Provide support and solutions to beta users to enhance product success.</li> <li>Gather relevant data and user experiences to refine the MVP.</li> <li>Measure project success per success metrics and OKRs, thereafter defining next steps</li> </ul>		<ul style="list-style-type: none"> <li>Security of user data - As a project implementation team, we do not hold responsibility regarding any decision made for data security of the students.</li> <li>Personal user training - No on-site training will be provided from our end for the usage of the bot.</li> <li>Sales &amp; Marketing - We would not be responsible for the sales and marketing of the product.</li> </ul>			
Start Date - November 1, 2022		Estimated Completion Date - February 7, 2023			
Project Milestones (Description and Time frames)					
Ideation and Planning  1 week  Due: November 8	Approval and Revision  1 week  Due: November 15	Data Collection and Processing  2 weeks  Due: November 29	Design, Development and Integration  4 weeks  Due: December 27	Testing  4 weeks  Due: January 24	MVP Launch  2 weeks  Due: February 7