

PROJECT CHARTER

1. General Project Information				
Project Name:	RMM Software			
Executive Sponsors:	Lefj Rossi			
Department Sponsor:	CEO			
Impact of project:				
2. Project Team				
	Name	Roles	Telephone	E-mail
Project Manager:	Yashwanth Vemula	Scrum Master/Programmer	732-789-8969	vemulay@kean.edu
Team Members:	Chris Menza	Client liaison/Programmer	(908) 370-2911	menzachr@kean.edu
	Daniel Gneco	Documentation/Programmer	(908) 721-8463	gnecod@kean.edu
	Syed Mirsab Rizvi	Python Programmer	(973) 901-6198	rizvisye@kean.edu
	Damien Lee	Python Programmer	(908) 613-2589	liwen@kean.edu
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
Lefj Rossi - CEO/FOUNDER				
4. Project Scope Statement				
Project Purpose / Business Justification <i>Describe the business need this project addresses</i>				

Objectives (in business terms) <i>Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy</i>									
<ul style="list-style-type: none"> - Reduce time spent on updating end user computers - Increase productivity and efficiency of employees 									
Deliverables <i>List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)</i>									
<ul style="list-style-type: none"> - Create and maintain VM - Use existing code and add onto it - Create or use existing Web Server - Create domain for the A records to be connected too 									
Scope <i>List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)</i>									
Project Milestones <i>Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</i>									
<p>Project #1 Plan Proposal (Due date: 09/29/22)</p> <p>Project #2 Sprint 1 (Due Date: 10/13/22)</p> <p>Project #3 Architecture and Design (Due date: 10/20/22)</p> <p>Project #4 Testing and CI (Due date: 11/03/22)</p> <p>Project #5 Sprint 2 (Due date: 11/10/22)</p> <p>Project #6 User and Developer Documentation (Due date: 11/17/22)</p> <p>Project #7 Sprint 3 (Due date: 11/26/22)</p> <p>Project #8 Project Final Submission (Due date: 12/08/22)</p>									
Major Known Risks (including significant Assumptions) <i>Identify obstacles that may cause the project to fail.</i>									
<table border="1"> <thead> <tr> <th>Risk</th> <th>Risk Rating (Hi, Med, Lo)</th> </tr> </thead> <tbody> <tr> <td>VM (Digital Ocean) Crashing</td> <td>HIGH</td> </tr> <tr> <td>WEB SERVER Crashing</td> <td>HIGH</td> </tr> <tr> <td>Doesn't connect to End Users</td> <td>MEDIUM</td> </tr> </tbody> </table>		Risk	Risk Rating (Hi, Med, Lo)	VM (Digital Ocean) Crashing	HIGH	WEB SERVER Crashing	HIGH	Doesn't connect to End Users	MEDIUM
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VM (Digital Ocean) Crashing	HIGH								
WEB SERVER Crashing	HIGH								
Doesn't connect to End Users	MEDIUM								
Constraints <i>List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).</i>									
N/A									

External Dependencies *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?*

N/A

5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.*

Discord, Slack, and or Phone call

6. Sign-off

	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor			
Department Sponsor			
Project Manager	Yashwanth Vemula	<i>Yash</i>	

7. Notes