# **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](mailto: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](mailto: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)*** | | | | | | | | | |
| Lejf Rossi - CEO/FOUNDER | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **4. Project Scope Statement** | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
|  | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy* | | | | | | | | | |
| * Reduce time spent on updating end user computers * Increase productivity and efficiency of employees | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | | |
| * 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** *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)* | | | | | | | | | |
|  | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| Project #1 Plan Proposal (Due date: 09/29/22)  Project #2 Sprint 1 (Due Date: 10/13/22)  Project #3 Architecture and Design (Due date: 10/20/22)  Project #4 Testing and CI (Due date: 11/03/22)  Project #5 Sprint 2 (Due date: 11/10/22)  Project #6 User and Developer Documentation (Due date: 11/17/22)  Project #7 Sprint 3 (Due date: 11/26/22)  Project #8 Project Final Submission (Due date: 12/08/22) | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| | **Risk** | **Risk Rating (Hi, Med, Lo)** | | --- | --- | | VM (Digital Ocean) Crashing | HIGH | | WEB SERVER Crashing | HIGH | | Doesn’t connect to End Users | MEDIUM | | | | | | | | | | |
| **Constraints** *List* a*ny 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).* | | | | | | | | | |
| 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 | | | *Yash* | | |  |
| **7. Notes** | | | | | | | | | |
|  | | | | | | | | | |