# Project Charter – law firm brp team

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| Project Title: | Billing System Program |
| Authors of Scope: | Colin Kay, Albert Badalyan, Pagoda Pang, Kaleb Martens |
| Date: | September 9, 2012 |

## objectives

The goal of this project is to develop a centralized billing platform for the Law Office of David R. Mugride. To do so, a software solution will be developed with a database and simplified graphic user interface (GUI). The software solution should reduce, or possibly eliminate the need for a manual billing process and any discrepancies caused by dispersed billing processes.

## Success Criteria

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| Business Value | Criteria for Project Success | Measurement |
| Efficient way to bill | Users can efficiently bill for services rendered. | Software functionality to record various aspects for billing |
| Accurately monitor compensation and expenses | Users can monitor and measure appropriated funds, fees, and expenses | Software functionality to display details on services provided |
| Eliminating multiple forms for billing | Users can perform billing tasks in a centralized platform | Software functionality to record, display, and render reports for billing |

## Roles and responsibilities

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| Name | Position | Responsibility |
| Dr. Ojoung Kwon | Instructor | Monitor the project and team and provide external resources |
| James Mugridge | Sponsor | Monitor the project and provide the team with information required for the project |
| Tim Bartell | Sponsor | Monitor the project and provide the team with information required for the project |
| Colin Kay | Project Manager | Manage project; provide team with structure and support system |
| Albert Badalyan | Database Administrator | Develop a relational database and manage functionality |
| Pagoda Pang | Documenter/Technical Writer | Document project details and technical features/functionality |
| Kaleb Martens | GUI Developer | Develop/design GUI |

### Consent & Signatures

Dr. Ojoung Kwon, Instructor Date

James Mugridge, Project Sponsor Date

Tim Bartell, Project Sponsor Date

Colin Kay, Project Manager Date

Albert Badalyan, Database Administrator Date

Pagoda Pang, Documenter/Technical Writer Date

Kaleb Martens, GUI Developer Date