Design Project / Client Charter

Prepared for: Marion Anandappa

In support of project: CDC - NBS - ETL

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Contact Information

Client Name and Email:

Marion Anandappa (dza4@cdc.gov)

Student Team Leader / Project Manager and Email:

Noah Harper (nharper32@gatech.edu)

Course Instructors' Name and Emails:

Mary Hudachek-Buswell (hudachek@cc.gatech.edu)

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Acknowledgement

Client Signature: _____

Student Team Leader Signature: _____

Course Instructor Signature(s): _____

Purpose

This client charter documents and tracks the necessary information to establish a shared understanding between the client and the students for the CDC - NBS - ETL project. This charter includes information about the students' responsibilities to the client and the limits of their participation, as well as the client's responsibilities during the course of the project.

The intended audience of the client charter is the client, course instructors and the student team.

Client Responsibilities

The client agrees to review students' work at various stages in the semester and provide the team with feedback on their requirements and other deliverables as well as their communication with the team. The instructors will request feedback on student performance twice during each semester; this feedback will be factored into part of the students' course grade.

There is no charge to participate as a client; however, any special requirements for development, equipment, and web hosting costs, for example, will be borne by the client. Most projects do not incur a cost.

Student Responsibilities

The students are responsible for working with the client to establish the requirements for the project and to scope the project appropriately for two semesters. Table 1 presents the deliverables for the project.

Students will be evaluated on their performance as a team according to the following categories: professionalism, communication, timeliness, quality of deliverables, assessment of prototypes (Fall 2017), and assessment of final product (Spring 2018).

Table 1. Project Deliverables

<Teams, please note that you need to indicate the specific dates below, since your client will not be aware of which dates correspond to which weeks. >

Deliverable Item	Approximate Delivery Date
Product Vision	9/29/2017

Prioritized User Stories (Initial Set. These will be refined with the client throughout the project).	9/29/2017
Preliminary User Interface Mockups	10/6/2017
Usability Evaluation	11/10/2017
Initial Prototype	12/1/2017
Iteration Plan	1/19/2018
Sprint 1 Functions	1/26/2018
Sprint 2 Functions	2/16/2018
Detailed Design	3/9/2018
Sprint 3 Functions	3/9/2018
Sprint 4 Functions	4/6/2018
Final Source Code Delivery (GitHub)	4/27/2018
Client Release Notes (GitHub Readme)	4/27/2018
Final Product Handoff	4/27/2018

Disclaimer of Liability & Limitations

1. The software is delivered as-is at the end of the semester. There is no warranty or guarantee provided. The students make a best-effort to scope the client requirements within the limitations of available time. The students, Georgia Institute of Technology and the University System of Georgia are not responsible for software failures or misuse of the delivered system.
2. There is no maintenance or service provided after software delivery. The client may request the project be continued by a new team.
3. In the process of developing software, students may conduct research using human and/or animal subjects. This research may include, for example, user surveys, usability tests, interviews, etc. Per a memo of understanding between course instructors and the GT Office of Research Integrity Assurance, this data is collected as part of a class exercise or assignment , and therefore may not be disseminated to the public. If the client needs to disseminate that data -- through publication, conference presentation, etc. -- please contact the course instructor as soon as possible, so that appropriate IRB protocols can be followed and approval obtained.

Intellectual Property

Intellectual property (IP) regulations are set by Georgia Institute of Technology, and are detailed in section 5.4 of the faculty handbook. Briefly, the IP for software developed by students remains with the students. Also, Georgia Institute of Technology may use student-developed software royalty-free. All other IP, including client provided code, business ideas, and processes, remains with the client.

Clients and students are responsible for reading and understanding the full policy at: http://www.policylibrary.gatech.edu/faculty-handbook/5.4-intellectual-property-policy. Questions regarding IP should be directed to Robert Waters at robert.waters@cc.gatech.edu.

In general, the students will release the source code to the customer under an open source license of their choice. Students should refer to the different types of licenses here: https://choosealicense.com/licenses/ and here: https://en.wikipedia.org/wiki/Comparison_of_free_and_open-source_software_licenses

The open source license chosen for this project is: MIT License.

Iteration Plan

The following iteration plan (Table 3) is finalized by students and clients during the first two weeks of the **second** semester. The iteration plan prioritizes user stories that the students will complete in each sprint. Clients should be aware that this plan is a living document, and may be subject to change as the sprints follow a time-boxed strategy.

Table 3. Iteration Plan

Sprint	Weeks	Sprint Goal	User Stories / Features to be completed:
1	1-3	Updated Kafka Infrastructure	Separate Java Connector
2	4-6	Publish ODS Data	#1 Publish ODS Insertion #2 Publish ODS Update #3 Publish ODS Deletion
3	7-9	Transform data to reporting format	#7 Transform Stream For RDB Compatibility
4	10-12	Insert data in RDB	Continue with #7 #8 Update RDB with Transformed Data
5	13-15	Reformatting RDB	#9 Transformed Delete from RDB #6 Full RDB Refresh

Table 4. Stretch Goals

User Stories/Features to be completed	Probability of Completion (High, Medium, Low)
System Rollback	Low
Logs/Stream Deletion	Low

Table 5. Future Work

User Stories/Features that will not be completed
Expansion to more Modules

Client Feedback

At the end of the semester, the instructors will request feedback from the client on the student team's progress. This assessment is treated as official feedback which factors into the students' final grades. The client's feedback on the team's performance will address the following areas:

- Professionalism
- Communication
- Timeliness
- Quality of deliverables
- Assessment of prototype (first semester only)
- Assessment of final product (second semester only)

Instructors may ask for a midterm assessment to allow the instructors and clients to monitor student participation, and if needed, provide corrective action. *If the client is concerned about the team's performance, the client may contact the instructors at any time.*