# Project Charter

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| 1.0 Project Identification | | |
| **Name** | OnBoardWithMe | |
| **Description** | PoC application for improving the current employee onboarding system within DXC. | |
| **Sponsor** | **Angus Greenland - DXC** | |
| **Project Manager** | Alan Heslop | |
| **Project Team Resources** | Technical Lead/Software Engineer | Heslop, A |

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| 2.0 Business reasons for the project |
| * To improve team collaboration. * To improve the overall process of employee onboarding. * Provide a stable platform, using full-stack software. * To improve companywide employee turnover and decrease retention. |

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| **3.0 Project OBJECTIVES (purpose)** |
| * Implement a working PoC utilising full stack front-end and backend concurrent technologies. * Design a visual front-end to provide the user with the required details. * Design, create, and implement a backend to effectively manage user process with CRUD ability. * Implement and utilise the CI/CD process using GitHub actions to align more to an Agile method. * Implement a CI/CD pipeline for continuous improvement of code. |

| **4.0 Project Scope** |
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| **In Scope**   * Application integration with GitHub   **Out of Scope**   * Integration with Cloud providers. |

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| **5.0 key Project DELIVERABLES** | |
| **Name** | **Description** |
| Service Description | An automated application that can assist an organizational issue with employee onboarding. |
| Tools and resources | Provide a system of code-review testing. |

| **6.0 Milestone dates (check WBS)** | | |
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| **Item** | **Major Events / Milestones** | **Dates** |
| 1. | Finalise Project Charter after Client Meeting | 18/03/2022 |
| 2. | Research into automation chatbots and their compatibility with other software. | 01/04/2022 |
| 3. | Research into instant messaging programs used at work e.g., Slack - and the integration with GitHooks/Github | 15/04/2022 |
| 4. | Research poster | 13/05/2022 |
| 5. | Setup local environment for GIT CLI | 27/05/2022 |
| 6. | Set up a local environment for GIT CLI | 17/06/2022 |
| 7. | Set up JIRA | 15/07/2022 |
| 8. | Set up a Slack channel for notification purposes and call it 'Code-Review' | 29/07/2022 |
| 9. | Unit Test GitHub SECRETS | 11/07/2022 |
| 10/ | Unit Tests for CI/CD Pipeline | 18/07/2022 |

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| **7.0 key ISSUEs (already happened)** | |
| Severity | **Description** |
| High | Availability of the client, overall impacting momentum of hitting milestones and deliverables. |
| Low | Remote repository down, or not working (GitHub) |
| Medium/High | Scope creep – being unaware of how to tackle the project with the current skillset. Created new requirements and developed a better scope of the project. |

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| **8.0 RISKS** | |
| **Severity** | **Description** |
| High | Further lack of engagement from the client. This would result in additional time required to receive feedback/change requests. |
| Medium | The complexity of the application work to be carried out, thus requiring more time, and increasing the schedule. |
| Low | Changing the desired PoC software application after further research on compatibility and suitability. |

| **9.0 Project’s criteria for success (must be measurable)** |
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| * PoC, and all relevant documentation, must be presented and useable by XX date. * Hit the criteria that were requested by the stakeholders. * The project hits the cost, scope, and time attributes. * The product should contain X features. |

| **10.0 critical success factors** |
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| * PoC saves time and reviews the code for the team member to action. * Automates the environment to show the team member the progress (CI/CD). * Junior members have an awareness of the issue, how it’s occurred, and how to resolve it. * PoC is a usable product by the company, and can be used efficiently with reason. * Automates the code environment using DevOps methods such as CI/CD, utilizing a CI pipeline. |

| **11.0 Signoff** |
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| Project Sponsor:  Date: 02/03/2022 |