Colchester Short Track Web Application

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Section 1. Charter Introduction

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	2019-01-15	Ethan Walker, Ryan Oakley	Creation of the document.
1.1	2019-01-15	Ethan Walker, Ryan Oakley	Completion of Project Charter
1.2	2019-01-16	Ethan Walker, Ryan Oakley	Amended changes requested by the client

1.1 Authorization

This Project Charter, for the creation of a web application for the Colchester Short Track has been reviewed in full and approved by the following:

Signature_____

Date _____
[Darrin Belliveau, Client]

Section 2. Project Overview

2.1 Project summary

This client currently runs a program for the community with the intent on promoting all ages cross country mountain biking. The event has two 6 week sessions, one in the Spring and one in the Fall. Currently everything is done on paper in terms of tracking results, registration, prize draws etc. The client is looking to help automate some of this electronically to lighten some of the workload and better keep track of information. This program is run solely by volunteers and currently takes up a lot of time. By making a Web Application that can handle a lot of this work we hope to free up more time for the volunteers and allow the program to grow year to year without consistently adding more work.

The client would like people to be able to register and pay online so that when they show up on the day of the event they are all ready to go.

The client would like to be able track the laps done by each racer and sort them accordingly by highest to lowest and who finished the most laps in the fastest time.

The client would like to be able to associate a racer with a plate # and category(Male/Female/X) as they currently are only able to provide results with a plate # and participants must match their plate # to their name.

The client would like be able to have random draws done automatically and eliminate the use of writing paper ballots as they currently do. After each day the racers are given a certain amount of ballots for a random draw based on how many laps they finished. They would like this to be automated that so that each racer has x times the luck to be chosen based on their results. The client would like to just hit a button and have it chosen for them, also they would like the name to be chosen not the plate number as they currently have it being done.

The client would like this Web App setup in a way they can edit it from spring to fall to update dates, participants, registration info etc.

The client mentioned they do have money that can be used if needed for something that will improve the project. No set amount was given but is our understanding any costs we might need would be minimal at best and shouldn't be a problem.

2.2 Project scope

2.2.1 Scope definition

In Scope:

- The ability to update/change information in the Web App.
- Database that stores racers and their information.
- User authentication for an Admin back end.
- Online payment via Pay-Pal.
- Online registration for participants.
- Ability to do random draws for each specified group based on race results.
- Ability for participants to select the race/date they want to see results from and easily see First Name, Last Initial and Plate # of those who participated.
- Ability to reset who paid in the database after each spring or fall series.
- Ability to reset who was in attendance after each race night.
- Ability to see dynamically updated overall series race results after each night.

Out of Scope:

- This being an app downloadable by phones, tablets etc.
- Each bike having its own fob that is electronically registered as they pass the finish line.

2.3 Deliverables

Project Deliverable 1:	**Racing Timer**
Description:	Timer used during races. There will be no set times for it, it will be fully customizable.
Acceptance criteria:	Client
Due date:	March 15th, 2019
Dependencies:	
Project Deliverable 2:	**Automatic Random Prize Draw**
Description:	Each event, determined on results, everyone receives ballots for the random prize draw. The web app will automatically determine the recipient of a prize.
Acceptance criteria:	Client
Due date:	Apr 2, 2019
Dependencies:	Track Racer Speed, Racer Database, Racing Timer, Determine Race Results

Project Deliverable 3:	**Event sign up on web app**
Description:	Participants will be able to sign up for the race on the web app's public end. They are able to pay using PayPal. Adults are able to race for free if the children sign up. $15 fee.
Acceptance criteria:	Client, Customer
Due date:	February 15th, 2019
Dependencies:	Racer Database
Project Deliverable 4:	**Track racer speed/laps during event**
Description:	During a race, a volunteer will be able to quickly enter a number of a racer and log what track they are currently on. It is dependant on the racing timer, as racers cannot start new laps if the timer has finished.
Acceptance criteria:	Client
Due date:	March 22nd, 2019

Dependencies:	Racing Timer

Project Deliverable 5:	**Racer Database**
Description:	Each racer will have a plate/racer number associated with them, name, sex, school grade, racer category, address, phone number, attendance, and whether payment has been received or not. Client will be able to reset attendance and whether a racer has paid or not.
Acceptance criteria:	Client
Due date:	January 30th, 2019
Dependencies:	
Project Deliverable 6:	**Determine Race Results**
Description:	At the click of a button, the web app will automatically determine the placements of each racer based on how fast they completed their laps, and how many laps they completed. They will be divided by sex.
Acceptance criteria:	Client
Due date:	March 23rd, 2019
Dependencies:	Racing Timer, Track Racer Speed/Laps During Event

Project Deliverable 7:	**Public Race Results**
Description:	Determine race results will be posted on the public end of the site, categorized by date.
Acceptance criteria:	Client, Customer
Due date:	March 26th, 2019
Dependencies:	Determine Race Results, Racer Database, Race Timer, Track Racer Speed/Laps During Event,
Project Deliverable 8:	**Quick Customize Sign Up Form**
Description:	The client will be able to post sign up sheets on the public end of the site, with the ability to quickly change the date on the sheet.
Acceptance criteria:	Client
Due date:	March 14th, 2019
Dependencies:	

Project Deliverable 9:	User Authentication
Description:	Client is able to sign into the back end portion of the site, and are able to use a multitude of features.
Acceptance criteria:	Client, Customer
Due date:	March 8th, 2019
Dependencies:	Determine Race Results, Racer Database, Race Timer, Track Racer Speed/Laps During Event

Project Deliverable 10:	Check in at event
Description:	Each racer has can check in at the event on a device.
Acceptance criteria:	Client, Customer
Due date:	February 22, 2019
Dependencies:	Racer Database, Event Sign Up

2.4 Project cost estimate and sources of funding

	Hours	Wage	Total Cost	
Totals				

Section 3. Project Organization

3.1 Roles and responsibilities

Role	Description	Name/Title
Project Manager	Upkeep direction, documentation, and organization	Sean Morrow
Developer	Front End Development & Back End Development	Ryan Oakley
Developer	Front End Development & Back End Development	Ethan Walker

3.2 Project facilities and resources

- Office Supplies – pens, pencils, paper and printer ink.
- Locations will be computer lab 308 which supplies the use of a printer and computers.
- Hardware Lab 309 supplies us with a web server.
- Languages such as HTML/CSS and JavaScript are free, online.
- Frameworks such as React or Angular are free, online.
- Access to 2 React courses online already paid for.
- Local web servers available for free (such as XAMPP or Angular web servers)

Section 4. Glossary and Acronyms

Define all terms and acronyms required to interpret the project charter properly.

IT	Information Technology
Front End Development	Development dealing with what the user can actually see and interact with, using languages such as HTML/CSS and Javascript.
Back End Development	Development dealing with what the user can't see, such as forms, databases, and sessions.
Database	Structured data that is stored in a table like structure, for example containing info about a racer such as sex, school grade, and whether payment has been received or not.
User Authentication	The ability to sign log into the web site.
Web Application	Software that is running on a server, a website.
PayPal	An online payment system.