**CST8151 Software Design, Testing, and Quality Assurance**

**Student Project Charter**

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| --- | --- |
| **Date Issued**: | January 11th 2011 |
| **Due Date**: | **By 11 AM on Wednesday September 21**  Submit the Project Charter and Gantt Chart to the Project Professor. |

The following paragraphs contain the ordered outline that will be used for your project group's Project Charter. This is the roadmap on how your team plans to operate. Remember, the charter is a “living document”. It will go through revisions as you gain more knowledge of project requirements and how the team functions.

# **Charter Document**

The Charter document’s purpose is to define the mission, objectives and operational guidelines for the project team.

# **Title Page**

The *Title Page* contains the following information:

* The Project Group Name –(Simple, unique if possible)
* The Client's Company Name – (Exclude from Version 1)
* The Project Name – (Exclude from Version 1)
* The title "Project Charter – Version number" followed by a number for tracking versions of the document
* The block "Prepared For:" followed by the client's(s') name, and company. (Exclude from Version 1)
* The block "Prepared By:" followed by the project group members – Project Leader listed first (with "Project Leader") after his/her name, followed by other group members' names listed in alphabetical order of surnames (last name).
* Authorized date to begin the project
* Charter Submission Date

# **Table of Contents**

The *Table of Contents* shows the order of the sections in your report and contains the following, as applicable:

* List of Report Sections, showing page numbers
* List of Appendices. The appendices do not have their page numbers listed in the Table of Contents. However, each appendix should be labeled A through Z with the appendix name or title

***Each of the following items must be included in the Charter.***

**Purpose**

Describe the purpose of the charter and how the team plans to use it.

**Team Composition and roles**

Identify team members, leadership and roles.

* Core:
  + Project Team Leader
  + Project Group Members

Name

E-Mail Address (non-Algonquin College and *professional*)

Role

* + Client

Name

Organization

E-Mail Address

* Support/Advisory
  + Faculty Support

Name

E-Mail Address

Role

**Team Mission**

Define mission (common vision). Why was this team created? There should be links to Algonquin’s mission statement. Why is it important to complete this mission? (motivation)

**Goals and Objectives**

Identify 3-4 high level goals (General level – vs. project domain specific SWE and HWE)to be completed by the end of the project. There should be at least one and possibly more measurable objectives (short-term) used to meet and determine whether the goal has been achieved. Think SMART (Specific, Measurable, Aggressive, Results-oriented, Time-bound).

**Measurement of objectives and process/ Success Metrics**

Describe the tools you plan to use, when they will be used and what performance areas will be measured.

**Authority or boundary conditions (empowerment)**

Describe Project controls including scope, constraints, resources, and schedule.

**Resources available/needed**

List required resources (example: meeting room, labs, …)

**Timeline**

Describe the timeline for completion. Identify milestones and refer to the Gantt chart.

**Team Operations**

***The following should be considered and included in the Charter.***

* What is the expected time commitment of each team member?
* What type of communications do you plan to use (email, regular meetings (frequency, length), MSN, …)?
* What days and times are best for meetings (Scrums)?
* What methods will be used for decision making (majority rules, consensus …) and ***resolving conflicts?***
* At what point will faculty be called in to intervene with team problems?
* What mechanisms are in place for evaluating the leader and making change if necessary?
* ***What software products will be used to manage and disseminate information***
* What agreement is there to support the authority of the project leader (manager).
* ***How will meetings, telephone conversations, e-mails and chat rooms be documented and who will be responsible for these?***

Specifically address how you plan to deal with online meetings. When do you plan to chat, email, phone, use bulletin boards? How long will chat sessions last? What is considered late? Should everyone be present? How should members deal with cell phone calls and text messaging during chat sessions?

How will you deal with lateness and absenteeism in general? How will you deal with members who do not contribute or those who try to monopolize all of the meeting time? What will you do if a team member’s work is not up to the team’s standards?

**Special Issues (optional section)**

Include any special issues, not described earlier in the document (assumptions, obstacles, risks, …).

**Outstanding Issues**

Include any unresolved issues, at the time of signing. If none, say so.

**Commitment to the Charter**

Include the following statement:

Team <<insert team name>> created this charter and agree to adhere to and be accountable for following its spirit and content. Agreement is shown through signing below.

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Team Leader’s name Team Leader’s signature Date

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Team Member’s name Team Member’s signature Date

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Team Member’s name Team Member’s signature Date

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Team Member’s name Team Member’s signature Date

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Team Member’s name Team Member’s signature Date

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Team Member’s name Team Member’s signature Date

**Charter Approval Page**

Include the following statement:

The charter has been reviewed and approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Project Professor’s name Project Professor’s signature Date

**Appendices**

Appendix A: Gantt Chart for overall project (CST8151 and CST8160)