# CS 250 Agile Project Charter Template

**(SNHU travel agency)**

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| Business Case/Vision:*(Value to attain)* | To be the US’s best travel agency company. Driven by research & innovation, with a leadership position across products and markets, while exceeding customer expectations. |
| Mission Statement:*(Result to accomplish)* | Create a trendy and niche vacations that enables customers to get the best experience of traveling and attracts customers all across the United States. |
| Project Team:*(Team members and roles)* | **-The Product Owner (A):**   * Provide directions to team * Maximize the value of travel agency   **-The Scrum Master(B):**   * Ensure effective backlog * Help the development team to make travel agency expand * Facilitate scrum events   -**Developer(C):**   * Design and development of travel agency * Participate in peer review * Collaborate with team to ensure good experience in travel agency   -**Tester(D):**   * Execute test and analyze result * Collaborate with team |
| Success Criteria: | Start date: 05/16/2020  Expected completion date: 05/30/2020  Final deliverable: 05/31/2020  Key project objectives: Provide a good experience, and make agency website with good packages |
| Key Project Risks: | * Packages are not good enough to attract people * Costumers did not enjoy packages |
| Rules of Behavior:*(Values and principles)* | * Meetings will start and end on time. * Meetings will follow an agenda prepared by the leader or approved by members a day before the meeting. * Agenda items will address team goals, health and functioning of the team, and progress reports. * Members will complete tasks they are assigned to. * Only one person will speak at a time. * No one will check their phone during the meeting. * Members will be present physically and mentally or excuse themselves. * There will be no side conversations or gossip. * These ground rules will be reviewed at a specific date to be revised as needed. * Members will hold each other accountable. * Milestones will be celebrated. * Failure is acceptable. |
| Communication Guidelines:*(Scrum ceremonies and rules)* | * The responsibility for meeting scribe will be shared by all team members on a rotating basis * If a meeting must be cancelled or additional meetings are required, the Product Owner will send out notifications as early as possible * We will make every effort to attend all scheduled meetings in person (exceptions being scheduled and/or sick leave) * All team members are expected to be on time for all meetings |