**Information Systems Capstone Project**

**Event Tracking System**

**Project Management Document**

Team Brogrammers

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# 1. Project Charter

**Project Title**: Event Tracking System

**Project Start Date:** 1/24/2020

**Projected Finish Date:** 5/13/2020

**Project Manager:** Arpana Pokhrel, (507)-961-7078, s521571@nwmissouri.edu and Krishan Kant Sharma, (660)-528-1036, s534567@nwmissouri.edu

**Project Objectives:**

The objectives of the Event Tracking System are as follows:

* Develop an Event Tracking System which will help the event organizer to track the attendees in the Event.
* Allow the admin and supervisors to create private and public events with the detail information
* Complete the project no later than 5/13/2020

**Main Project Success Criteria:**

All the deliverables and milestones are to be met as planned and the main objective of the Event Tracking System is to meet all the requirements within time and with expected goal.

**Approach:**

* Review all the internal and external templates of project management documents
* Use Wix for prototype design and other Microsoft tools for documentation and tracking.
* Design the prototype of application using Agile scrum.

**Roles and Responsibilities:**

|  |  |  |
| --- | --- | --- |
| Names | Contact Information | Roles |
| Arpana Pokhrel | S521571@nwmissouri.edu | Project Manager |
| Krishan Kant Sharma | s534567@nwmissouri.edu | Project Manager |
| Keerthi Chandrika Kolla | s534889@nwmissouri.edu | Sprint 1 Lead |
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| Gary Zhao | ZHAO@nwmissouri.edu | Project Sponsor |
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**Sign-off:**

Arpana Pokhrel

Krishan Kant Sharma

Keerthi Chandrika Kolla

Kavya Daniel Nethala

Ravi Chandra Manukonda

Uday Teja Kosireddi

Dr. Cindy Tu

Gary Zhao

Dipika Sharma

Anil Bomma

**Comments**

“The Event Tracking System must be completed by the estimated date and must fulfill all the requirement” – Arpana Pokhrel

# 2. Project Plan

The Event Tracking system used the Scrum method where we complete all the sprints. Product backlog is used where all the levels are prioritized according to the need in the project, we prepared a work break down structure and discussed all the requirements necessary for the project to set few milestones according to the WBS and decided the tasks to be done for sprint 1, sprint 2, sprint 3, sprint 4 respectively. Each sprint takes about 3 weeks approximately and the final product will be delivered to the client after all the sprints.

Gantt chart of the project with timeline and resources is attached below

2.1 Gantt Chart



3. Product Backlog, Sprint Backlog and Burn down Chart



4. Sprint Review Summary

Sprint- 1



Sprint- 2



Sprint- 3



Sprint- 4



Project Manager Summary

 

5.Meeting Minutes

Sprint- 1



Sprint- 2

    

Sprint- 3



Sprint- 4



Final Report

