**SNHU Travel Vacation Booking System**

# Agile Project Charter

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| Business Case/Vision:*(Value to attain)* | Help offer trendy, niche vacation packages to clients for travel. |
| Mission Statement:*(Result to accomplish)* | Creating a niche vacation booking system to expand presence and attract a larger audience within the United States. |
| Project Team:*(Team members and roles)* | 1. Christy – Product Owner 2. Ron – Scrum Master 3. Nicky - Developer 4. Brian – Tester 5. John – Sales 6. Hanna - Marketing |
| Success Criteria: | Start date: September 15th, 2022  Expected completion date: October 20th, 2022 (5 Weeks)  Final deliverable: Vacation Booking System  Key project objectives: Niche vacation booking system Marketing and Sales can take advantage of when working with clients. Pricing Chart customers are able to connect to, to view our current vacation package offerings. |
| Key Project Risks: | 1. Possibility of holidays/time off. 2. Factor in delays in project approvals. 3. Allowing time for testing and QA. 4. Unexpected sick days/emergencies. 5. Maintaining the design and architecture of project and making sure the entire team understands it. 6. Allow time for Sales and Marketing team feedback from alpha and beta testing clients. |
| Rules of Behavior:*(Values and principles)* | 1. Respect will always be given to all team members . 2. Constructive feedback is vital to our project success. 3. All devices will be turned off prior to any meetings or discussions to ensure no disruptions occur. 4. We will hold each other responsible and accountable for our actions. 5. We will celebrate all individual and team accomplishments and milestones reached. 6. We will collaborate on decisions when appropriate. 7. When someone is speaking, we will not speak over them or distract to other topics. |
| Communication Guidelines:*(Scrum ceremonies and rules)* | 1. We will hold standardized, daily meetings in the meeting room at 9 AM Eastern Time every workday. 2. Unless on PTO or Scheduled Remote Work, we will attend all schedule meetings in-person. 3. We will update the whiteboard each morning by 8:45 AM Eastern Time, before meeting start. 4. The layout of communication in each meeting will be in a circle, clock-wise rotation, where each team member will discuss their points. 5. If any changes must be made to the schedule of this meeting, the Product owner shall send out communications to all team members promptly. 6. Meeting Notes will be sent to all team members within the 24 hours of each corresponding meeting. 7. All team members are expected to be on time for all meetings. |