Project Charter - ProTrack Lite

1. Project Overview :

Project Title: ProTrack Lite - PM Dashboard & Portfolio Project
Project Manager: Shaikh Ayesha Farukh
Start Date: 28 December 2025
Target Completion: 25 January 2026
Duration: 4 weeks

2. Project Objectives :

To create a simple dashboard that helps me track my own projects in one place by showing progress, deadlines, and overall project status clearly. This project also helps me practice structured project planning and tracking.

3. Scope :

In Scope:
- A web-based dashboard to track a simulated project
- High-level project metrics such as progress, timeline, and workload
- Visual charts for better understanding of project status
- Basic project documentation stored in the GitHub repository
- Hosting the dashboard using GitHub Pages

Out of Scope:
- User authentication/login systems
- Real-time collaboration features
- Mobile applications
- Backend APIs or databases
- Payment/integration functionality

4. Key Deliverables

1. Live dashboard accessible via GitHub Pages
2. "**Archived** Project Source Code Repository **(Configuration Management Deliverable)**."
3. Professional PM artifacts folder
4. Portfolio-ready documentation
5. LinkedIn showcase post

5. Success Criteria

- Dashboard is publicly accessible and fully functional
- All PM artifacts are complete and professional
- Can demonstrate project in under 5 minutes
- Repository structure follows best practices
- Project completed within 4-week timeframe

6. High-Level Timeline

Week 1: Planning & Setup (Charter, WBS, Repository)
Week 2: Dashboard Foundation (HTML/CSS, Basic Components)
Week 3: Visualizations (Charts, Data Integration)
Week 4: Polish, Documentation, Deployment

7. Key Stakeholders

- Primary: [Your Name] (PM/Developer/Stakeholder)
- Secondary: Potential hiring managers, recruiters
- Users: Portfolio reviewers, interviewers

8. Constraints

- Solo developer with limited bandwidth
- Front-end technologies only
- 4-week maximum timeline
- Zero budget (free tools only)
- No team members (individual project)

9. Assumptions

- Hiring managers value practical projects
- GitHub Pages will suffice for deployment
- 4 visualizations adequately demonstrate capability
- Static data sufficiently simulates real PM metrics

10. Initial Risks

1. Technical Learning Curve: Chart.js implementation challenges
2. Time Management: Balancing development with documentation
3. Scope Creep: Adding unnecessary features
4. Deployment Issues: GitHub Pages configuration problems