

Project Charter

A. General Information

Project title: Recipe portal

Brief project description: The project is about building a website where users can share cooking recipes.

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Version: 3.0

B. Project Objective

Explain the specific objectives of the project.

For example:

What value does this project add to the organization?

How does this project align with the strategic priorities of the organization?

What results are expected?

What are the deliverables?

What benefits will be realized?

What problems will be resolved?

SMART method to be used while defining the objectives

Specific

Measurable

Achievable

Realistic

Time-bound

As a major food TV network, we have successfully reached millions of homes with our cooking shows. Now we would like to expand our company online, therefore reaching a larger market of food enthusiasts. Our website will be a base for users to submit their own cooking recipes and view those of others.

The strategic priorities of our organization are to further expand its reach in the food industry and engage our existing users with more of our content. Therefore, if we complete this project, we expect to have a website which engages our audience online and creates a platform where they can share their own food-related ideas. We also believe that this website will give our organization the opportunity to find new ways to collaborate with other brands in the food industry by offering a platform to advertise their products.

The aim of this project will be to deliver a working piece of software, which will resolve the problem our users have of not being able to find our and each other's recipes online. Also, our users would like to share their own recipes. The benefit of this website is that it would

give them a platform to do this. We believe this website will be an enormous asset to the company when it is completed.

C. Assumptions

List and describe the assumptions made in the decision to charter this project. Please note that all assumptions must be validated to ensure that the project stays on schedule and on budget.

- *Resources:*
 - *End users will be available to test during the time they agree to*
 - *Training rooms will be available at the training center as needed*
- *Delivery:*
 - *Project servers arrive configured as expected*
 - *Correct number of handheld devices arrive on target delivery date with no delays*
- *Budget – estimated cost of the project*
 - *Project costs will stay the same as initially budgeted costs*
 - *Training will be conducted internally with no additional training costs incurred*
- *Finances – funding to complete the project*
 - *Funding for licenses will be provided by various departments as needed*
- *Scope – the scope of what you're going to deliver*
 - *The project scope will not change once the stakeholders sign off on the scope statement*
- *Schedule - tasks, durations, and dependencies needed to complete the project*
 - *Materials will arrive as planned within the project schedule*
 - *Vendor contracts will be fully executed within two months of vendor selection.*
- *Methodology – the approach you'll take to completing the project.*
 - *Project will follow waterfall methodology throughout execution*
 - *Project will follow team governance guidelines and requirements*
- *Technology – this could cover software development, platforms, environments, networks, firewalls, bandwidth.*
 - *The team will write the solution in Java*
 - *The solution will use the existing test environment*
- *Architecture and design – architecture and design approach your team will use*
 - *The solution will utilize REST API architecture*
 - *The solution will reside in an offsite cloud*

D. Project scope

Describe the scope of the project. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the deliverables. List any requirements that are specifically excluded from the scope.

The project will include:

- ***Creating a web application through which the users can share cooking recipes.***

It will include:

- ***Means of registration and login for the users and the administrators***
- ***UI designed in line with the key UI design principles***
- ***Means to post recipes***
- ***Means to view the posted recipes***
- ***Means to post comments about recipes***
- ***Means to rate recipes***
- ***Means to report inappropriate comments***
- ***Means to report inappropriate recipes***
- ***An admin panel through which the reported recipes and comments can be viewed, through which any comment and recipe can be removed, and through which any user can have their account or IP banned from the site***
- ***Means of searching for a recipe either through name, category, type (lunch, breakfast, etc.), rating, or ingredient***
- ***The design of the application. More on the deliverables in the next section.***
- ***Running acceptance and performance tests***
- ***The provision of hardware means to sustain the application i.e., dedicated servers***
- ***Managing of the project***

The project will not include:

- ***Running an accessibility audit***
- ***Marketing of the application***

E. Project milestones

List the major milestones and deliverables of the project.

Milestones	Deliverables	Date
Completion of the elaboration of the application's concept	1. Description of the aim of the project 2. Assumptions 3. Stakeholder description 4. Market research 5. Work Breakdown Structure 6. Budget estimation 7. Gantt chart	01.04.2022
Completion of the requirements specification	1. Functional requirements specification 2. Non-functional requirements specification 3. Requirement matrix 4. Use Case diagram 5. Dictionary and business rules	15.04.2022
Completion of the design of the application	1. Logical model - Structural model * Class diagram * Object diagram * Component diagram - Behavioral model * Sequence diagram * State diagram * Activity diagram 2. Database model - Conceptual model - Logical model - Physical model 3. Software architecture - Deployment diagram 4. User interface design - Wireframes - Navigation map	06.05.2022
Finishing of the construction of the application	1. Implementation - Frontend - Backend	20.05.2022
Finishing of testing	1. Acceptance test 2. Performance tests - Endurance test - Load test - Scalability test	06.06.2022

	<ul style="list-style-type: none"> - Spike test - Stress test - Volume test 	
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F. Impact statement

List the impact this project may have on existing systems or units.

Potential impact	System or unit impacted
<i>Mental strain on the human resources</i>	<i>Human resources</i>
<i>Broken equipment</i>	<i>Inventory</i>
<i>Increasing the reputation of the company</i>	<i>Web application development market</i>
<i>Damaging the reputation of the company</i>	<i>Web application development market</i>
<i>Fizzling out of the human resources</i>	<i>Human resources</i>
<i>Establishing working long-term relationships with the subject matter experts</i>	<i>Subject matter experts</i>
<i>High monetary influx into the company</i>	<i>Finance department</i>
<i>The erosion of the company's law department, starting to rely more on external consultants</i>	<i>The law department</i>
<i>The selling of the onsite computer stations</i>	<i>Inventory</i>

G. Roles and responsibilities

Describe the roles and responsibilities of project team members followed by the names and contact information for those filling the roles. The table below gives some generic descriptions. Modify, overwrite, and add to these examples to accurately describe the roles and responsibilities for this project.

Sponsor: Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project's goals and objectives; keep abreast of major project activities; make decisions on escalated issues, and assist in the resolution of roadblocks

Project Manager: Leads in the planning and development of the project; manages the project to scope. Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members);

scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the project or between cross-functional teams; ensure that the project's product meets the business objectives; and communicate project status to stakeholders.

Team Member: Works toward the deliverables of the project. Responsibilities include: understanding the work to be completed; completing research, data gathering, analysis, and documentation as outlined in the project plan; informing the project manager of issues, scope changes, and risk and quality concerns; proactively communicating status; and managing expectations

Customer: The person or department requesting the deliverable. Responsibilities include partnering with the sponsor or project manager to create the Project Charter; partnering with the project manager to manage the project including the timeline, work plan, testing, resources, training, and documentation of procedures; working with the project team to identify the technical approach to be used and the deliverables to be furnished at the completion of the project; provide a clear definition of the business objective; sign-off on project deliverables; take ownership of the developed process and software.

Subject Matter Expert: Provides expertise on a specific subject. Responsibilities include: maintaining up-to-date experience and knowledge on the subject matter; and providing advice on what is critical to the performance of a project task and what is nice-to-know.

Business analyst: The business analyst defines a business's needs and recommends solutions to make the organization better. When participating on a project team, they ensure that the project's objectives solve existing business problems or enhance performance and add value to the organization. They can also help maximize the value of the project deliverables. Responsibilities include: assisting in defining the project; gathering requirements from business units or users; documenting technical and business requirements; verifying that project deliverables meet the requirements; testing solutions to validate objectives

Project Officer: A program representative responsible for coordinating with acquisition officials on projects for which contract support is contemplated. This representative is responsible for technical monitoring and evaluation of the contractor's performance.

Contracting Officer: Person who has the authority to enter into, terminate, or change a contractual agreement on behalf of the Government. This person bears the legal responsibility for the contract.

Technical Steward: Person who is responsible for the technical day-to-day aspects of the system including the details of system development. The Technical Steward is responsible for providing technical direction to the project.

Security Steward: Person who is responsible for playing the lead role for maintaining the project's information security.

Role	Name	Contact details
Sponsor	Stan Weeks	email: <u>stanweeks@st.com</u>, tel.: 204-430-444
Project Manager	Calvin Keenan	email: <u>keenan@ak.com</u> tel.:353-745-745

Team Member – senior developer	Edith Mclean	email: <u>edith.mclean@ol.com</u> tel.: 325-676-588
Team Member – senior developer	Matias Marshal	email: <u>matias.marshal@matias.marshal.com</u> tel.: 657-997-244
Team Member – senior developer	Shivam Howe	email: <u>shivam.howe@ol.com</u> tel.: 366-868-753
Customer	Katie Holding	email: <u>holding@oml.com</u> tel.: 645-886-535
Recipe-crafting Expert	Leopold Vance	email: <u>leo.vance@gooq.com</u> tel.: 657-878-445
Recipe-crafting Expert	Ana Richards	email: <u>ana@richards.com</u> tel.: 745-845-755
Cybersecurity Expert	Nyle Bates	email: <u>nyle.bates@boh.com</u> tel.: 636-768-363
Cybersecurity Expert	Kofi Albert	email: <u>albert@boh.com</u> tel.: 261-135-642
Business Analyst	Christopher O'Donnell	email: <u>od@ol.com</u> tel.: 612-468-264
Internet Law Expert	Brandon Zavala	email: <u>bz@bz.com</u> tel.: 164-646-343
Project Officer	Farhana Pickett	email: <u>pickett@r.com</u> tel.: 642-446-343
Contracting Officer	Lubna Bain	email: <u>bain@bain.com</u> tel.: 164-646-343
Technical Steward	Devante Perez	email: <u>devante@tr.rt.com</u> tel.: 164-135-243
Security Steward	Hadi Lester	email: <u>f@f.com</u> tel.: 254-856-656

H. Resources

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

1. Budget of \$300,000 for the whole project
2. 15 web developers
3. A group of 5 additional web developers from the software contractor company Histro
4. 3 testers
5. License for the team to use the whole suite of JetBrains software development products.
6. 20 worksite computer stations running Ubuntu
7. Onsite LAN
8. 2 cybersecurity experts from the cybersecurity contractor company BAE Systems
9. 1 security guard

I. Project risks

Identify the high-level project risks and the strategies to mitigate them.

Risk name: Wrongly defined project purpose and needs

Risk probability: Low

Risk time constraints: 26.03.2022. – 01.04.2022

Risk mitigation strategies: Making sure the project is well defined with all its assumptions using well known techniques, charts, and templates

Risk name: Wrong Team selection

Risk probability: Low

Risk time constraints: 26.03.2022. – 01.04.2022

Risk mitigation strategies: Dividing developers to tasks according to their experience

Risk name: Project team not familiarized with project

Risk probability: Medium

Risk time constraints: 06.04.2022. – 20.05.2022

Risk mitigation strategies: Each team is supposed to be presented with the project's scope, requirements, and assumptions; documentation should be possible to view

Risk name: Employee resignation

Risk probability: Medium

Risk time constraints: 26.03.2022 – 06.06.2022

Risk mitigation strategies: If employees aren't happy with their working condition, they could quit. To avoid this situation, each team should work in good conditions

Risk name: Unpredicted errors/bugs

Risk probability: Medium

Risk time constraints: 20.05.2022 – 06.06.2022

Risk mitigation strategies: Defining schedule with enough time to provide working solutions

Risk name: Natural Disaster / System Crash
Risk probability: High
Risk time constraints: 26.03.2022 – 06.06.2022
Risk mitigation strategies: Creating backups and keeping them safe

Risk name: Similarity of products on the market
Risk probability: Low
Risk time constraints: 26.03.2022 – 01.04.2022
Risk mitigation strategies: Make sure of the unique selling features of our product by analyzing the similarities and differences when compared to the existing market solutions and applying appropriate alterations.

Risk name: Unauthorized parties accessing sensitive data
Risk probability: Medium
Risk time constraints: 26.03.2022 – 06.06.2022
Risk mitigation strategies: Applying appropriate cybersecurity measures.

J. Success Measurements

Identify metric and target you are trying to achieve as a result of this project, e.g., overall cost savings of \$500K, or reduce the processing time by 10%...

- *Increase the total number of customers by 25%*
- *Increase average customer ratings to above 4,5/5*
- *Receive 2M monthly visitors to our website by the end of the year*
- *Make over \$200K in the first year from advertisements*
- *Ensure our web servers can handle up to 10K visitor at a given moment*
- *Save \$10K on office space by allowing developers to work remotely*
- *Get 60% of users to vote on at least one recipe, to further promote user favorites*

K. Signatures

In real-world situations, the signatures of all stakeholders guarantee mutual understanding and help conduct the project.

<i>Date</i>	<i>Role</i>	<i>Signature</i>
<i>25.03.2022</i>	<i>CEO</i>	<i>Berke Kaan Oncu</i>
<i>25.03.2022</i>	<i>CTO</i>	<i>Berkay Berber</i>
<i>25.03.2022</i>	<i>CFO</i>	<i>Martin Anderson</i>
<i>25.03.2022</i>	<i>CIO</i>	<i>Jakub Borowski</i>