***Project Charter***

Project name: SEAS Communications Mail Merge Script

Date: 2/4/2016

## Project Description and Purpose

The objective of this project is to develop an application that can merge multiple sources of contact information into a single data source. The project is motivated by a need for the Engineering Communications office to send out various communications to students, faculty, alumni and other institutions throughout the year.

## Business Case

This application would save multiple hours each year by replacing the current manual process.

## Assumptions

Application must be stable over an extended period of time.

Application should be maintainable/updateable by other students in future years.

## Constraints

Project must be completed in 10 weeks. Projected start date is 2/4/2016.

## Risks

As the project team is comprised of undergraduate students with limited development experience, there is potential that all deliverables will not be met in the 10 week project window.

## Project Deliverables

Project deliverables to be generated through the development process include:

* Script capable of merging multiple data sources into a single contact data set
* Documentation to support additional development
* Brief report documenting development process and decisions

## Project Milestones

* Requirements list (inclusive of data sets to be merged)
* Software platform selection
* Wireframe/GUI look+feel
* Block/flow diagram
* Prototype code (for testing)
* Final application

## Project Manager

Andrew Olewnik (Director of Experiential Learning, SEAS / MAE Research Asst Professor) – acting as a mentor to the student project team in developing and executing a project plan and primary communicator to the client for purposes of scheduling meetings and providing updates.

## Project Roles and Responsibilities

Matthew Grant (CSE) – Software developer; responsible for architecting and coding

Adithya Narayanan (CSE) – Software developer; responsible for architecting and coding

Brandon Mendez (CSE) – Software developer; responsible for architecting and coding

Jia Yong Zeng (CSE) – Software developer; responsible for architecting and coding

## Project Stakeholders

* SEAS Communications Director

## Project Life Cycle Methodology and Tools

Project will follow a single phase lifecycle for standard product development.

* Project schedule to be maintained via Gantt chart in Smartsheet.com – key milestone documents will be posted there.
* Other data and document sharing to be done via Google Docs.
* Use of GitHub is expected for code development.

## Agreements

Extramural project agreement is executed as part of the project management meeting.