

Project Tracker

Table of Contents

Section 1. Charter Introduction.....	3
1.1 Authorization	3
Section 2. Project Overview	3
2.1 Project summary	3
2.2 Project scope	4
2.3 Deliverables.....	4
2.4 Project cost estimate and sources of funding.....	6
Section 3. Project Organization.....	6
3.1 Roles and responsibilities	6
3.2 Project facilities and resources.....	7
Section 4. Glossary and Acronyms	7

Section 1. Charter Introduction

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	2020-01-15	Chris Fredericks Javier Gonzalez	Creation of the document.

1.1 Authorization

This Project Charter, for the creation of a NSCC Information Technology Program website has been reviewed in full and approved by the following:

Name: Katrina Leighton

Signature_____

Date _____

Section 2. Project Overview

2.1 Project summary

- The NSCC Community Innovation Lead, Katrina Leighton is required to track the progress of Customized Learning opportunities across multiple campuses.
- Currently she is recording the progress using an Excel spreadsheet that she created, but it is a very cumbersome and error prone process.
- Project Tracker will be a website developed by IT Web Development students to increase the visibility of the different stages involved in these projects.
- A dashboard page will be created to give a quick overview of the status of each project and provide reminders for overdue items.
- As part of the learning outcome in the Capstone Course, the cost to develop this project will be provided in-kind by the IT Web Development Students.

2.2 Project scope

2.2.1 Scope definition

In Scope:

- Create a dashboard page.
- Create a login page.
- Develop administrative pages to Create, List, Update, and Delete the following entities:
 - Project
 - Stage
 - Checkpoint
 - Notes
 - Campus Name
 - Project Category
 - Project Status
- Perform Quality Assurance Testing.
- Initial training for the website.
- Initial Installation and Configuration of the final website on the server provided by the client.

Out of Scope:

- Providing hosting and domain services to publish the final product
- On-going support after project completion
- Creation of User Manual

2.3 Deliverables

Project Deliverable 1:	Storyboards
Description:	Storyboard for each page
Acceptance Criteria:	Client
Due Date:	January 27 th , 2020
Dependencies:	N/A

Project Deliverable 1:	Sprint 1
Description:	Login page and Database Design
Acceptance Criteria:	User can log in and log out successfully Database tables are created
Due Date:	February 10, 2020
Dependencies:	N/A

Project Deliverable 1:	Sprint 2
Description:	Campus, Category, and Status pages
Acceptance Criteria:	User can create, read, update and delete on each of these pages
Due Date:	February 24, 2020
Dependencies:	Sprint 1

Project Deliverable 1:	Sprint 3
Description:	Projects page
Acceptance Criteria:	User can create, read, update and delete projects with the following fields: Partner, Description, Start Date, End Date, Value, Campus, Category, and Status
Due Date:	March 9, 2020
Dependencies:	Sprint 2

Project Deliverable 1:	Sprint 4
Description:	Stages Page
Acceptance Criteria:	User can create, read, update and delete stages with the following fields: Title and Description
Due Date:	March 23, 2020
Dependencies:	Sprint 3

Project Deliverable 1:	Sprint 5
Description:	Checkpoints Page
Acceptance Criteria:	User can create, read, update and delete checkpoints with the following fields: Description, Completed, and Due date
Due Date:	April 6, 2020
Dependencies:	Sprint 4

Project Deliverable 1:	Sprint 6
Description:	Notes Page and Dashboard Page
Acceptance Criteria:	User can create and modify notes for projects. System creates a timestamp for each new note. The dashboard displays a quick overview of the status of each project and provides reminders for overdue items. The dashboard allows the user to filter the projects by campus
Due Date:	April 20, 2020
Dependencies:	Sprint 5

2.4 Project cost estimate and sources of funding

	Hours	Monthly Cost	Yearly Cost
DigitalOcean hosting	720	\$10/mo.	\$120/yr.
Domain			\$16/yr.
Totals			\$136.00

	Hours	Monthly Cost	Yearly Cost
Amazon Lightsail hosting	720	\$3.50/mo.	\$42/yr.
Domain from goDaddy.com			\$20/yr.
Totals			\$66.00

Section 3. Project Organization

3.1 Roles and responsibilities

Role	Description	Name/Title
Developer	Front End Development	Javier Gonzalez
Developer	Database and back end development	Chris Fredericks
Developer	User interface design	Javier Gonzalez
Testing	Contribute opinion, testing, knowledge and other personal resources	Javier Gonzalez Chris Fredericks
Project Manager	Upkeep direction, documentation, and organization	Chris Fredericks

Role	Description	Name/Title
Subject Matter Expert	Broad knowledge of implementation and development	Javier Gonzalez

3.2 Project facilities and resources

- Office Supplies – pens, pencils, paper and printer ink.
- Locations will be computer lab 308 and 312 which supplies the use of a printer and computers.
- Hard drives for file backups.
- Hardware Lab 309 supplies us with a web server.
- GitHub private repository
- Jira NSCC private server

Section 4. Glossary and Acronyms

Define all terms and acronyms required to interpret the project charter properly.

Sprint	A sprint is a short, time-boxed period when a scrum team works to complete a set amount of work.
Storyboard	A storyboard is a sequence of drawings that represent the pages planned for a website
Scope	Scope is the set of boundaries that define the extent of a project.