Project Tracker

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## 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

*[This is where you get really detailed. Deliverables are the small pieces of the final product that will be completed and delivered to the client or manager for approval. Since we are using the Agile Scrum methodology these deliverables would be small finished features (the result of a completed sprint)]*

|  |  |
| --- | --- |
| Project Deliverable 1: |  |
| Description: |  |
| Acceptance criteria: |  |
| Due date: |  |
| Dependencies: |  |

| Project Deliverable 1: | **[Storyboards]** |
| --- | --- |
| Description: | Storyboards for the different pages |
| Acceptance criteria: | Client |
| Due date: | January 27, 2020 |
| Dependencies: |  |
| **Project Deliverable 2:** | **Sprint 1** |
| Description: |  |
| Acceptance criteria: | [Who is going to accept this deliverable? Client, manager, etc?] |
| Due date: | ??? |
| Dependencies: | ??? |

### 

### 2.4 Project cost estimate and sources of funding

*[Obviously for Capstone project there are no costs, but in a normal freelance project you would list the costs here. You may have to list hosting costs here for web app deployment after the project is done here so the client is aware of that upcoming cost]*

|  | **Hours** | **Wage** | **Total Cost** | **Yearly Cost** |
| --- | --- | --- | --- | --- |
| DigitalOcean hosting | 720 | $0.015/hr | $10/mo | $120/yr |
| domain |  |  |  | $16/yr |
| **Totals** |  |  |  | $136.00 |

## 

## 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 |  |
| Project Manager | Upkeep direction, documentation, and organization | Chris Fredericks |
| Subject Matter Expert | Broad knowledge of implementation and development | Javier Gonzalez |

### 3.2 Project facilities and resources

*[Here is where you list any sort of hardware, labs, software, etc. that would be needed for the completion of the project]*

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

## Section 4. Glossary and Acronyms

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

|  |  |
| --- | --- |
| **Term or Acronym** | **Definition** |
| IT | Information Technology |
| ITPW | Information Technology Program Website |

[Etc…]