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

|  |  |
| --- | --- |
| Project Deliverable 1: | Storyboards |
| Description: | Storyboard for each page |
| Acceptance Criteria: | Client |
| Due Date: | January 27th, 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 |
| 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.