# **A book with a blue and green design AI-generated content may be incorrect.**

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# **PROJECT CHARTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. General Project Information | | | | | | | | |
| Project Name: | | | **JobSync – A job searching application** | | | | | |
| Executive Sponsors: | | | **Not Applicable at the moment** | | | | | |
| Department Sponsor: | | | **Not Applicable at the moment** | | | | | |
| Impact of project: | | | * Provides job seekers with real-time updates on job applications. * Bridges communication gaps between applicants and hiring managers. * Leverages AI for resume analysis and interview preparation. | | | | | |
| 2. Project Team | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| Project Manager: | Marcus Jones | | | Project Manager | |  | Marcus3.jones@famu.edu | |
| Team Members: | Shemaiah Lester | | | Development Team | |  | Shemaiah1.lester@famu.edu | |
|  | Kenyce  Holloman | | | Development Team | |  | Kenyce1.holloman@famu.edu | |
|  | Nathaniel  Washington | | | Development Team | |  | Nathaniel1.washingto@famu.edu | |
|  |  | | |  | |  |  | |
| 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | |
| Job seekers (applicants) | | | | | | | | |
| Employers and hiring managers | | | | | | | | |
| App administrators and analysts | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| 4. Project Scope Statement | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| To reduce the frustration of job seekers by streamlining applications, communication, and preparation. | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by x or increase quality to y* | | | | | | | | | |
| * Improve application response rates. * Provide AI-powered resume optimization and job matching. * Offer real-time tracking and feedback on job applications. | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved x process, employee manual on y)* | | | | | | | | | |
| * A functional job-searching app with AI integration. * Secure and scalable database infrastructure. * Dashboard with application metrics for users. | | | | | | | | | |
| **Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)* | | | | | | | | | |
| **Includes:** Job searching, application tracking, AI-powered resume feedback, interview preparation.  **Excludes:** Direct hiring or employer selection processes. | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | Phase | Start Date | End Date | | **Inception** (Project Planning, Team Contract, and Charter Finalization) | Feb 15, 2025 | Feb 22, 2025 | | **Planning** (Feature Definition, Database & System Architecture Design) | Feb 23, 2025 | Mar 5, 2025 | | **Development** (Building Core Features: Job Posting, Resume Handling, AI Integration) | Mar 6, 2025 | Apr 5, 2025 | | **Testing** (Bug Fixes, User Testing, Security Checks) | Apr 6, 2025 | Apr 20, 2025 | | **Deployment & Final Presentation** (Final Adjustments, Submission, and Project Showcase) | Apr 21, 2025 | Apr 30, 2025 | | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Security vulnerabilities in user data | High | | AI bias in job matching | Medium | | Lack of employer engagement | Medium | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| * Budget and resource limitations. * Compliance with data privacy laws. | | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | | |
| * Employer participation for job postings. * AI model accuracy and performance. | | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| * Weekly Zoom meetings for structured team discussions and progress tracking. * GroupMe for quick updates, reminders, and daily communication. * Documentation and progress tracking via project management tools. | | | | | | | | | |
| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | | N/A | | |  | | | N/A |
| Department Sponsor | | | N/A | | |  | | | N/A |
| Project Manager | | | Marcus Jones | | | ***M.J*** | | | 02/21/2025 |
| 7. Notes | | | | | | | | | |
|  | | | | | | | | | |

SWOT Analysis

Strengths:

1. Effectiveness and openness in employment applications: Jobsync seeks to enable direct communication with hiring managers, in contrast to typical job sites where applications frequently seem to vanish into thin air. As a result, there is less doubt and more interest from applicants.

1. AI-powered interview support & resume optimization: The application ensures that resumes align with job descriptions and industry standards by offering real-time AI-driven feedback. Tools for interview preparation also assist candidates in enhancing their confidence, tone, and responses.

1. Intelligent job matching system: Unlike generic job advertisements, Jobsync matches candidates with positions that fit their tastes, experiences, and skill sets using AI and machine learning. This improves the efficiency of the job search.

1. Comprehensive performance metrics & application insights: Users are given comprehensive reports on the number of applications submitted, the response rates, and the frequency of profile views. Candidates can improve their job search tactics for more tremendous success thanks to this transparency.

Weaknesses:

1. Data security and privacy issues: Strong security measures are necessary while handling sensitive job application data. Any data breaches could jeopardize consumer confidence and lead to legal repercussions under privacy laws such as the CCPA and GDPR.
2. Limited employer initiation participation: There must be a critical mass of employees actively using Jobsync for it to be successful. Early on, if there aren’t many job posts, candidates could not find enough value to remain interested.

1. Challenges of user adoption and market penetration: Well-known job-search sites like Indeed and LinkedIn are widely used. Persuading people to use a new system could be difficult, mainly if creating profiles takes time.

Opportunities:

1. Growing market demand for AI in recruiting: To increase productivity, businesses increasingly use AI-driven hiring technologies. By offering cutting-edge AI capabilities that improve the experiences of both employers and applicants, Jobsync can establish itself as a leader in this field.
2. Strategic alliances with job boards and employers: By integrating Jobsync with professional networks like LinkedIn, applicant tracking systems (ATS), and current employment platforms, the platform may become a trusted intermediary in the recruiting process and encourage adoption.

1. Using premium and subscription-based features to make money through a subscription basis: Jobsync can provide extra services like sophisticated resume enhancements, AI-powered career coaching, and customized job application tactics. In addition to job ads, this would generate other sources of income.

Threats:

1. Strong competition from well-Established job platforms: Jobsync must contend with reputable job platforms with sizable user bases and employer relationships, such as Indeed, Glassdoor, and LinkedIn. To stand out, differentiation will be essential.
2. Job market fluctuations and economic uncertainty: Hiring slows down during recessions, which lowers the demand for job application tools. Jobsync needs backup plans to keep employees engaged when hiring is slow.

1. Possible Opposition from Staffing Firms and Recruiters Market adoption may be slowed if traditional recruiters and staffing organizations aggressively prevent businesses from utilizing AI-driven hiring tools because they see Jobsync threatening their business model.

Budget, Scope & Time Estimates

This section is an Indepth look at the budget, scope and time estimates. Down below are the tables and estimates.

* Budget Estimates -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WBS Categories | Labor Time(hr) | Cost/Hr | Labor Total | Approx.Non-Labor Costs | Total Cost |
| 1.Initiating | 800 | $50 | $40,000 | $5,000 | $45,000 |
| 2.Analysis | 600 | $50 | $30,000 | $2,000 | $32,000 |
| 3.Design |  |  |  |  |  |
| 3.1 UI/UX Consultations | 500 | $50 | $25,000 | $3,000 | $28,000 |
| 3.2 Platform Design | 700 | $50 | $35,000 | $2,000 | $37,000 |
| 3.3 Feature-Specific Design | 400 | 50 | 20,000 | 2,000 | $22,000 |
| 4. Development |  |  |  |  |  |
| 4.1 Backend Development | 1,200 | 60 | 72,000 | 10,000 | $82,000 |
| 4.2 Frontend Development | 1,000 | 50 | 50,000 | 7,000 | $57,000 |
| 4.3 Database Integration | 600 | 50 | 30,000 | 5,000 | $35,000 |
| 4.4 API Development | 800 | 60 | 48,000 | 7,000 | $55,000 |
| 4.5 Quality Assurance & Testing | 600 | 40 | 24,000 | 3,000 | $27,000 |
| 5. Implementation |  |  |  |  |  |
| 5.1 Development to server | 200 | 50 | 10,000 | 3,000 | $13,000 |
| 5.2 Platform Launching Monitoring | 400 | 50 | 20,000 | 5,000 | $25,000 |
| 5.3 Marketing & Awareness Campaign | 300 | 40 | 12,000 | 15,000 | $27,000 |
| 6.0 Evaluation |  |  |  |  |  |
| 6.1 User Feedback Collection | 200 | 40 | 8,000 | 2,000 | $10,000 |
| 6.2 Maintenance for Pilot Phase | 600 | 50 | 30,000 | 3,000 | $33,000 |
| Subtotal | 9,900 |  | 489,000 | 86,000 | $575,000 |
| Reserves(10%) |  |  |  |  | $57,500 |
| Total | 9,900 |  |  |  | $632,500 |

* Time Estimates and Scope -

|  |  |  |  |
| --- | --- | --- | --- |
| WBS Categories | Description. | Estimated Time (Weeks | Deliverables |
| 1.Initiating | Defines project scope, goals and key deliverables to assemble the team. | 2 | Project charter, Initial project plan, kickoff meeting. |
| 2.Analysis | Research user needs, competitor platforms, and technical requirements. | 4 | User requirements document |
| 3.Design |  |  |  |
| 3.1 UI/UX Consultations | Consult stakeholders and create wireframes and mockups for the platform. | 3 | Wireframes, UI mockups |
| 3.2 Platform Design | Finalize the overall design of the platform’s layout and core features | 3 | Design specifications, finalized prototypes |
| 3.3 Feature-Specific Design | Create detailed designs for auto applications, company info and HR connections | 2 | Detailed feature blueprints and user flows |
| 4. Development |  |  |  |
| 4.1 Backend Development | Develop server side architecture, API’S and databases. | 8 | Backend codebase |
| 4.2 Frontend Development | Build the platform’s user interface and integrate it with functionality. | 6 | Responsive web interface |
| 4.3 Database Integration | Integrate database for managing job postings user data and HR interactions | 3 | Functional database |
| 4.4 API Development | Develop API’s to handle communication between platform components | 4 | API’S tested and documented |
| 4.5 Quality Assurance & Testing | Test for bugs and usability | 4 | QA reports, issue tracking as well |
| 5. Implementation |  |  |  |
| 5.1 Development to server | Deploy the platform on a hosting environment | 1 | Live server setup, URL/domain configuration |
| 5.2 Platform Launching Monitoring | Monitor platform performance and address launch issues | 2 | Launch report, performance metrics |
| 5.3 Marketing & Awareness Campaign | Launch promotional activities and build user awareness | 3 | Social media ads, marketing materials and initial users |
| 6.0 Evaluation |  |  |  |
| 6.1 User Feedback Collection | Gather feedback from users and HR professionals | 3 | Feedback reports, satisfaction surveys |
| 6.2 Maintenance for Pilot Phase | Provide technical support and resolve any post launch issues | 4 | Updated platform, resolved issues, support logs |
| Total |  | 48 weeks(12 Months) |  |

Team compositions: 1 Project manager, 2 developers (full stack), 1 UI/UX Designer, 1 QA Tester and 1 Marketing Specialist.

Timeline: Estimated for about 8-12 months for the project’s completion.

|  |  |
| --- | --- |
| **Team Meeting** | 02/20/256:00pmZoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: | Kenyce Holloman | Type of meeting: | Online/Zoom |
| Facilitator: | Kenyce Holloman | Note taker: | Nathaniel Washington |
| Timekeeper: | Enter meeting timekeeper here |  |  |

|  |  |
| --- | --- |
| Attendees: | Kenyce Holloman, Nathaniel Washington, Shemaiah Lester, Marcus Jones |
|  |  |
|  |  |

# ***Minutes***

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | **Project Overview** – Discuss project goals, requirements, and expectations (10 min)  **Project Charter Discussion** – Define objectives, stakeholders, and constraints (10 min)  **SWOT Analysis** – Identify strengths, weaknesses, opportunities, and threats (15 min)  **Budget, Scope & Time Estimates** – Discuss cost, timeline, and deliverables (20 min)  **Team Roles & Team Contract** – Assign responsibilities and review team contract (15 min)  **Next Steps & Action Items** – Outline tasks for each team member (5 min)  **Q&A & Closing Remarks** (5 min) | Presenter: | Kenyce Holloman |

#### **Discussion:**

To meet and discuss who would be responsible for each part of the assignment. Also, to further discuss and cement our planning process.

#### **Conclusions:**

Each team member was assigned a part of the assignment, all members agreed to have their part completed by the deadline.

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| * SWOT Analysis | Kenyce Holloman | 02/21/2025 |
| * Team Contract, Project Charter | Shemaiah Lester | 02/21/2025 |
| * Budget, Scope, Times | Marcus Jones | 02/21/2025 |
| * Agenda and Meeting Minutes | Nathaniel Washington | 02/21/2025 |

# ***Additional Information***

**Resources:**

[**https://famu.instructure.com/courses/43135/modules/items/1799615**](https://famu.instructure.com/courses/43135/modules/items/1799615)

[**https://famu.instructure.com/courses/43135/modules/items/1799616**](https://famu.instructure.com/courses/43135/modules/items/1799616)

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