



PROJECT CHARTER PLAN TEMPLATE

PROJECT CHARTER PLAN ARKANSAS MOVIE DATABASE

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TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
PROJECT PURPOSE/JUSTIFICATION	3
Business Need/Case.....	3
Business Objectives	3
PROJECT DESCRIPTION	3
Project Objectives and Success Criteria	3
Requirements	4
Constraints.....	4
Assumptions	4
Preliminary Scope Statement	4
RISKS	5
PROJECT DELIVERABLES	5
SUMMARY MILESTONE SCHEDULE	5
SUMMARY BUDGET	6
PROJECT APPROVAL REQUIREMENTS.....	6
PROJECT MANAGER.....	7
AUTHORIZATION	8





EXECUTIVE SUMMARY

The Arkansas Film Commission is looking to promote filmmaking in the state of Arkansas. A roadblock that has stunted growth in filmmaking has been visibility. The commission would like to have infrastructure to showcase all the amazing talent and great films that the state has produced. The commission sees this as an opportunity to put Arkansas on the map for filmmakers. The project will build an Arkansas Movie Database to house all this information for prospective film enthusiasts and investors.

PROJECT PURPOSE/JUSTIFICATION

Business Need/Case

As Arkansas offers diversity in geography, people and history, the state should not be lagging in terms of film development. The Arkansas Movie Database Project will assist in driving traffic to an online archive of Arkansas films. The film commission is looking to inform its users and connect its reach to filmmakers through a web application for them to search and interact with. When a user searches actors, actresses or films from Arkansas, this database will guide them to their specific interests.

Business Objectives

The business objectives for this project are in direct support of the Arkansas Film Commission's strategic plan to provide and promote a web application for an Arkansas movie database.

- Analysis of the data needed for the movie database within the next 3 months
- Provide functionality and usability to the web application within the next 6 months
- Increase film production in the state over the next 5 years

PROJECT DESCRIPTION

The Arkansas Movie Database project will leverage technology to increase film production in the state. The web application will be able to pull data from a movie database to display to its users. The project will utilize an API which is an Application Programming Interface to get accurate and precise data related to Arkansas for users. The project will seek to build and establish an online platform for the commission to send film production companies and enthusiasts to.

Project Objectives and Success Criteria

The objectives for this project will be met successfully with the necessary resources and timeframe given. In order to achieve this success for the movie database, the following objectives must be met below:

- Research and collect information on Arkansas films, actors and actresses within a month



- Develop web pages using HTML, CSS, JavaScript within the next 3 months
- Implement a database and an API for writing scripts to access data in the database within the next 3 months
- Deploy application to GitHub and AWS within the next 6 months
- Present final product to sponsor within the next 6 months

Requirements

This project must meet the following list of requirements in order to achieve success.

- The design and implementation must meet the specified needs of the Arkansas Film Commission.
- The prototype will be tested before deployment.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

Constraints

The following constraints pertain to the Arkansas Movie Database project:

- Web application must be a searchable and interactive tool
- The data pulled and displayed for users must be Arkansas related
- The sponsor is looking for a fully functional front-end application
- Project mentors and teams will be provided to help build this database application

Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

- This project has the full support of the project sponsor, stakeholders, and all departments
- The purpose of this project will be communicated with the sponsor prior to deployment
- The sponsor will provide additional information if needed

Preliminary Scope Statement

The Arkansas Movie Database project will include the designing, testing and deploying a web application archiving Arkansas films produced and Arkansas natives who went into the industry. All work requested by the commission will be managed by the project team. All project work will be done through the Information Science department. Any additional funding requires approval from the project sponsor. Also, any additional requests or changes for project prototype will be approved by the project sponsor. This project will be concluded within the next 6-7 months with a final presentation to sponsor and other associates. All work documented over the next months will be shared and submitted to sponsor.



RISKS

The following risks for the Arkansas Movie Database project have been identified. The project team will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

- Potential unavailability of web application if servers are down
- Data pulled from source is not accurate information
- Links to external pages are not working
- Site navigation is not mobile-friendly

PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the Arkansas Movie Database project. Any changes to these deliverables must be approved by the project sponsor.

- Fully deployed web application
- Technical documentation for web application
- Recommendation for how to maintain and scale the application

SUMMARY MILESTONE SCHEDULE

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.





Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	Target Date (mm/dd/yyyy)
• Project Start	09/23/2020
• Project Charter	10/1/2020
• Complete Research for Web Application requirements	01/21/2020
• Acquire Hardware and Software	01/26/2020
• Design and Develop web pages	02/19/2020
• Complete Database for Web Application	03/01/2020
• Complete Design and Testing	04/01/2020
• Deploy Web Application	05/01/2020
• Project Complete	05/15/2020

SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

Summary Budget – List component project costs	
Project Component	Component Cost
• Personnel Resources	\$0
• Hardware	\$0
• Software and Licensing	\$0
• IT Lab Preparation	\$0
Total	\$0

PROJECT APPROVAL REQUIREMENTS

Success for the Arkansas Movie Database project will be achieved when a fully tested web application with a specified database and all technical documentation, is fully deployed for the commission and filmmakers to access. The application will have met the requirements within



budget and time constraints. The project will also include maintaining and scaling for business growth. Success will be determined by the Project Sponsor, Mr. Thomas Wallace, who will also authorize completion of the project.

PROJECT MANAGER

Charlessia Robinson will be working to design, develop and implement this application throughout the duration of this project. I am responsible for managing all project tasks, scheduling, and communication regarding the Arkansas Movie Database project. Dr. Elizabeth Pierce and Mr. Bruce Bauer will be assisting me with resources and task management techniques for completing the project. Any additional funding must be requested through the Project Sponsor, Jim Thomas. Mr. Doe will provide periodic updates to the Project Sponsor when requested.





AUTHORIZATION

Approved by the Project Sponsor:

<Project Sponsor>
<Project Sponsor Title>

Date: _____

