



PROJECT CHARTER PLAN
ARKANSAS MUSIC LEGENDS WEBSITE

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE
OCTOBER 23, 2021





TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
PROJECT PURPOSE/JUSTIFICATION	3
Business Need/Case.....	Error! Bookmark not defined.
Business Objectives	3
PROJECT DESCRIPTION	3
Project Objectives and Success Criteria	Error! Bookmark not defined.
Requirements	3
Constraints.....	4
Assumptions	4
Preliminary Scope Statement	4
RISKS	4
PROJECT DELIVERABLES	6
SUMMARY MILESTONE SCHEDULE	6
SUMMARY BUDGET	Error! Bookmark not defined.
PROJECT APPROVAL REQUIREMENTS.....	7
PROJECT MANAGER.....	Error! Bookmark not defined.
AUTHORIZATION	8





EXECUTIVE SUMMARY

Arkansas Economic Development Commission (AEDC) would like us to make a website that would showcase its homegrown musician legacy and talent in the music and music related industry. The website will have list of popular and legend musician from the state of Arkansas. The website will also contain information about musician, music and groups that came from the state of Arkansas. The website will also contain information about each of the musician personal and professional history with link of their popular music. Under the musician's name there will be list of upcoming events as well. The website will have a way to show how many users visit the site. AEDC would be able to extra detail and upcoming event every week for latest update about the music and musician.

PROJECT PURPOSE/JUSTIFICATION

The Purpose of the project is to give visitor of this website knowledge about Arkansas Music and their musician legacy. The website is meant for who is more interested in the music. The website should attract music lover from around the country. It will also attract who loves to enjoy musical events and attractions of Arkansas and their musician. This website will also provide very important information about Arkansas music legacy and music attraction.

Business Objectives

The business objective for this project is to attract more peoples to this website. That would attract more people towards state of Arkansas, this will also increase tourism in the Arkansas. All the new tourism will help in increasing revenue for the state of Arkansas. So overall, this website will showcase music legacy of Arkansas and will also help in increasing the revenue of the state of Arkansas.

- Design and test the website within the next 90 days
- Complete implementation the new website within the next 120 days
- To increase the state revenue by at least 20 to 30 percent for the better of the state.

PROJECT DESCRIPTION

Requirements

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

- The website should be tested in the IT lab before deployment for any big bug or errors.
- The Arkansas Musician Website Project will be implemented without disruption to the main organization's webpage operation.

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



Constraints

The following constraints pertain to the Website project:

- The website should allow users to locate and learn about musicians from the state of Arkansas.
- The list of musicians will be provided by the Arkansas Economic Development Commission.
- The Project Leader will be primary resource for this project.
- All Secure Software must be compatible with current IT platforms.
- The music database that we going to use is already compiled database available on the web used with all the permission.

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 throughout the company prior to deployment
- The IT manager will provide additional resources if necessary
- The project will solve the need for the local talent to be highlighted worldwide.
- The project will solve the problem of revenue for the state.

Preliminary Scope Statement

The Arkansas Musician website project will include the design, testing, and delivery website throughout the AEDC organization. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and all required testing will be done in the IT laboratory. There will be no cost for the initial prototype of this website. Any hosting fees associated with the site may be incurred. This project will conclude when the final report is submitted within 30 days after the Arkansas Musician website is tested and deployed throughout the organization, all technical documentation is complete and distributed to the appropriate personnel.

RISKS

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

- The most probability with the website, the risk of viruses may be possible if there becomes an option for users to later add their own information on the website.
- External threats breaching intranet security via new methods



Risk Prevention

- By limiting the types of data that can be added by users, you reduce the risk of viruses or malware being placed into your system creating a bad experience for the users
- By allowing only authorized person to access data of the website or anything related to the website.

Risk Management

- No PII will be on the website. This will reduce maximum of amount of risk.
- Risks will be managed accordingly how much data is provided.
- All the data which will be on the website will be done with privacy and the restrictions. Only certain and required data will be on website. No link towards personal data will be provided on the website.

Risk Monitoring

- We will monitor all the data provided on the website. Before uploading any data, Project manager will check if any personal and private information is not going on the website.

Who will work on the Project?

- Roles and Responsibilities
- Project Manager
 - ✓ To research for the information and provide a nice structure for the website.
 - ✓ Will conduct a system and design.
 - ✓ To code and develop the final website.
 - ✓ To fix and test debugs and errors.
 - ✓ Make final project report
- Project Sponsor
 - ✓ Provide list of artists.
 - ✓ Provide all the data needed for the project.
 - ✓ Review all the project documentation and will give feedback on it
- Project Support
 - ✓ UALR Capstone Instructor, Professor Elizabeth Pierce, and Professor Bruce Bauer (Will provide guidance during the project)
- Names of:
 - Project Sponsor
 - ✓ Thomas Wallace, Arkansas Economic Development Commission
 - Project Manager
 - ✓ Divyajitsinh Mahida



PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the Arkansas Musician Website project. Any changes to these deliverables must be approved by the project Manager.

- Fully deployed music website will be provided.
- Document showing what techniques are used to create in the making of website.
- Recommendation list for future updates and recommendation to the Arkansas musician website.

SUMMARY MILESTONE SCHEDULE

This section provides an estimated schedule of all high-level project milestones. It is understood that this is an estimate and will surely change as the project moves forward and the tasks and milestones and their associated requirements are more clearly defined.

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	10/20/2021
• Complete Project Charter	10/23/2021
• Complete Project Management Plan	11/30/2021
• Complete System Analysis	12/31/2021
• Complete System design	12/31/2021
• Test the final website	03/25/2022
• Project Complete	04/25/2022



PROJECT CONTROL

- Monitoring Mechanisms
 - ✓ Monitoring and recommendation will be conducted by the Project Manager and UALR Capstone Professors.

Communication Channels and Schedules

- ✓ Communication will be held at least weekly with the Project Manager being responsible for gathering feedback from support persons and the Project Managers.
- ✓ The Project Sponsor will be also communicated with on a regular or at least weekly basis to ensure the project is meeting the needs of the sponsor.

Quality Control

- ✓ The Project Manager will be responsible to give weekly updates to the staff of UALR Capstone I & Capstone II. Staff will provide recommendation to ensure the project will be a success and meeting all the requirements.
- ✓ The Website will be tested in IT lab prior to being presented to the Project Sponsor.
- ✓ Every time there will be a test done in IT lab before any presentation.

PROJECT APPROVAL REQUIREMENTS

Success for the Arkansas Musician Website project will be achieved when a fully tested version is done in the IT lab, and all technical documentation is fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future updates and recommendations in website considerations as we fully anticipate the necessity of this website to evolve to prevent future threats. Success will be determined by the Project Sponsor, Mr. Thomas Wallace, who will also authorize completion of the project.





AUTHORIZATION

This section provides the names and authorization, once signed, for the project to move forward in accordance with the information contained in this charter.

Approved by the Project Sponsor:

<Project Sponsor>

<Project Sponsor Title>

Date: _____

