Project Charter

- What is the Project all About?
  - **Project Title**
    Arkansas Musicians Project
  - **Background**
    Arkansas Economic Development Commission wants a
  - **Purpose**
    To create a website highlighting and giving information on musicians from or with ties to the state of Arkansas.

- Objectives (and how they will be measured)
  - **Project Scope**
    Create an interactive website that is professional and can be used by the Arkansas Economic Development Commission to showcase Arkansas based musicians. Make the Website visually appealing and easy to find for those looking for information on Arkansas musicians.

  - **Deliverables**
    - Project Analysis & Design
      - This is to be completed with a presentation given by July 27, 2021.
    - Website
      - The website prototype shall be completed and presented before the end of Capstone II.
    - Google Analytics
      - This will be incorporated into the website to keep monitor website traffic.
  - **Constraints**
    - The website should allow users to locate and learn about musicians from or with ties to the state of Arkansas.
    - The list of musicians will be provided by the Arkansas Economic Development Commission.
    - The music database is from an already compiled database available on the web used with permission.
  - **Assumptions**
    - This project will solve a need for the local talent to be highlighted in the state.
- Why Should This Project Go Ahead?
  - **Business Case**
    - Project Benefits
      - The Arkansas Musicians Project will allow easy access to musicians in the state and help promote in state support of these musical artists.

- Providing a list of state based or tied musicians can also help the musicians. Federal and state based grants and funding is available throughout the US and having this website may allow Musicians to take advantage of these.
- By offering a website dedicated to local musicians, these artists can be benefited by making it easier to find their works. Offering a biography and discography can allow people to gain access to items they may not have realized existed.
  - Options
    - Options for the website will allow the addition of future musicians with ties to the state.
    - Possible future options may allow booking or links to artists personal pages.
  - Cost and Timescale
    - There will be no cost for the initial prototype of this website. Possible future costs will be a person or team to keep the website up to date. Also, any hosting fees associated with the site may be incurred.
- Risk Analysis
  - Risk Identification
    - As with most websites, the risk of viruses may be possible if there becomes an option for users to later add their own information.
  - Risk Prevention
    - These risks can be minimized by only allowing specific typed of information to be added.
    - 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.
  - Risk Management
    - Risks will be managed accordingly, and any non-essential risks will be eliminated.
    - No PII will be on the website. This will keep information from being shared on the web.
    - Uploading of information will be done with restrictions, such as, only certain data types are allowed. No links will be allowed to be placed onto the website by users.
  - Risk Monitoring
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- Who Will Work on the Project?
  - Roles and Responsibilities
    - Project Manager

- To research like systems and provide a structure for the website.
- To conduct a system analysis and design.
- To layout the structure of the site and what information it will provide.
- To code and develop the website.
- To test and debug website.
    - Project Sponsor
        - Provide list of artists.
        - Provide reference database access.
        - Review the final proposal and accept or deny the proposal.
    - Project Support
        - UALR Capstone Instructors, Professor Bruce Bauer and Professor Elizabeth Pierce (Provide guidance and feedback during the project)
- Names of:
    - Project Sponsor
        - Thomas Wallce, Arkansas Economic Development Commission
    - Project Manager
        - Richard Faulkner
- How and When Will the Project be Delivered?
    - Initial Project Plan
        - The initial project plan is to be delivered not later than July 27, 2021.
    - Assignments/Milestones
        - Complete project charter.
        - Complete Project Management Plan
        - Complete System analysis
        - Complete system design
    - Schedule (Gantt Chart)
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    - Project Control
        - Monitoring Mechanisms
            - Monitoring will be conducted by the Project Manager and UALR Capstone Professors.
        - Communication Channels and Schedules
            - Communication will be help at least weekly with the Project Manager being responsible for gathering feedback from support persons and the Project Sponsor.
            - The Project Sponsor shall also be communicated with on a regular basis to ensure the project is meeting the needs of the sponsor.
    - Quality Control

- The project manager will give weekly updates to the staff of UALR Capstone I & II. Staff can provide insight and recommendations to ensure the project will be a success.
- The website shall be tested using available resources prior to being presented to the Project Sponsor.