

a. Assigned one leader, gave that person authority and responsibility, and held that person accountable for the quality of the prototype submitted.

BE created its standard project charter establishing one leader with the authority and responsibility for the quality of the prototype and used that charter to hold them accountable. The project charter is copied below showing Brian Shafer in the “Project Leader” cell.

Project Charter

Business Unit	Corporate Development	Project Leader	Brian Shafer
Champion/Sponsor	Amy Bleken	Project Code	P100-320
Funding Source(s)	Corporate Development		

Element/ Description	Specifications
1. Project Name Name of product, process, or service to be improved, added, etc.	18F Request for Quotation (RFQ) For the Establishment of Multiple Award Blanket Purchase Agreements (BPAs) for Agile Delivery Services (ADS I) Proposal effort.
2. Business Case Goals. Objectives. What practical problem will be solved? What is project’s purpose? What is the value to the business?	The RFQ requires the development and delivery of a working software prototype (with code) which consumes a customer-provided API, along with Agile Scrum process documentation, and cost information. Because of this scenario, we will run our effort as a lean project. Delivering a quality product may facilitate an award on the BPA and the opportunity to expand our business and revenue.
3. Assumptions Identify any assumptions or exclusions	Due to Health Insurance Portability and Accountability Act (HIPAA) regulations, personally identifiable information will not be collected.
4. Project Scope	The scope of the project includes: <ul style="list-style-type: none"> Designing, developing, and delivering a working and self-installing prototype



	<ul style="list-style-type: none"> • Deliver the source code • Developing Agile Scrum process documentation • Deliver of cost information 	
5. Constraints/Risks	<ul style="list-style-type: none"> • Fixed schedule - 7 days • Project team: Includes a mix of people supporting other projects. Scheduling and other conflicts will be resolved by their supervisors working with the 18F project lead, Brian Shafer. • Internal stakeholder buy-in: In developing a user-centered website, we will balance the compliance requirements for the solicitation, design best practices, and our users/stakeholders needs and input. Ultimately, the compliance requirements of the solicitation must take priority for the project to be successful. • User testing: Stakeholders and testers will be drawn from the available corporate staff to provide representative input in user testing with a variety of devices. These staff are largely non-technical, and they provide a valid, representative sample user group. 	
6. People	Name	Scrum Team Role/Labor Category
	Brian Shafer (Project Leader)	Product Owner/Product Owner
	Frank Hellwig	Scrum Team Member/Technical Architect & Frontend Web Developer
	Brandt Heisey	Scrum Team Member/Backend Web Developer
	Lauren Turbeville	Scrum Team Member/Interaction Designer / User Researcher / Usability Tester /Business Analyst
	Michael Holt	Scrum Master/Delivery Manager

	Jefferson Baker	Scrum Team Member/Application Developer
	Philip Samra	Scrum Team Member/Application Developer
	Matthew Preziotti	Scrum Team Member/DevOps Engineer
	Chutima Chokkij	Visual Designer/Visual Designer
	Theodore Miller	Scrum Team Member/Security Engineer
7. Schedule	Project Start	Project End
	Thursday, June 17 th 2015	Tuesday, July 7 th 2015

Figure 1. Project Charter.