**Cauldron**

Project Charter

**Project Title**: FDM Internal Job Posting/Application Portal --- Cauldron

**Project Sponsor**: John Piatkowski

**Date Prepared**: 6/25/2019 **Prepared By:** Tina Hu

**Project Manager:** Tina Hu, Xihua Shen, Yinqing Ren, Zurais Chohan, Stephen Chen, Tanzeen Kaur

**Project Customer:** FDM Academy

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| **Project Purpose of Business Justification**   * To streamline the job application process between the account manager and trainees in order to save time and increase transparency * To be achieved in the form of an internal web application that facilitates and tracks job role postings and subsequent applications between account managers and trainees |
| **Project Description**   * To develop an internal web application serving the account managers (to post job, receive applications), trainees (to view and apply jobs) and sales administrators (for administration purpose) |
| **Project Scope**   * The scope of the project includes job posting and application and their relevant functions within the Toronto Academy * The scope does not include any activities post-application. For example, scheduling interview, contacting the candidates, etc. |
| **Key Stakeholders**   * Account manager * Trainee * Sales adminstrator * System administrator |
| **Constraints/Risks**   * Tight timeframe: the team only gets two weeks to finish the project * Technical problem: it’s the first time the team work together to deliver an actual product so they might not be able to fix some technical issues * Lack of trial session: getting users to participate in testing might be difficult * Too many people are involved in the development of the project, it might pose a threat to the management of work progress * Not being able to convey the stakeholders’ requirements completely to the development team due to the BA team’s lack of experience |
| **Budget**  Since they work is done by trainees who are full-time employees of the company, the only cost is the salary of the team. |
| **Team member**  **Dev. Team:**  Molham Kaadan (team lead)  Harpreet Gill  Shyam Sreenivasan  Daljit Sohi  Anurag Das  Hang Wang  Nithin Venkat  Matthew McCarthy  Paul Xu  Jay Patel  **DevOps. Team:**  Praneeth Mudumby (team lead)  Samuel Phillips  **Testing Team:**  Nimit Chavda(team lead)  Gurbir Athwal  Shubham Batish  Megha Patel  **Project Management Team:**  Tina Hu (team lead)  Bella (Xihua) Shen  Yinqing Ren  Zurais Cohan  Stephen Chen  Tanzeen Kaur |