**PROJECT CHARTER**

**Date:** 2/25/21

**Version:** 1.0

**Prepared by:** Garrett Keylor, Cole Hamblin, Kalia Antoniou, Braden Carlson

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| **Project Name** | Capstone Consulting Services Inventory |
| **Project Executive** | Andrew Williams |
| **Proposed Start Date** | 1/19/2021 |
| **Proposed End Date** | 4/24/21 |

*PROJECT VISION SECTION*

**Project Background and Key Problem or Opportunity**

Capstone Consulting Services has a problem managing inventory. There is currently to way to track checkout items and see who has each individual item. If a consultant checks out a USB microphone for example, there isn’t a great way to track who has it and when it’s due back. A system needs to be put in place to manage these transactions and be sorted in a database. Our team will build an application to resolve this.

**Objectives**

* Provide Capstone Consulting Services with a strategic technical roadmap detailing various inventory solutions
* Deliver a working inventory system to Capstone Consulting Service

**Definition of success**

* Capstone Consulting Services is provided with a comprehensive strategic roadmap for functioning inventory system, including a list of recommended features and requirements.
* Each feature is included in a list of high level and product requirements. These will provide descriptions, priority, risks, and options for implementation so as to make it easier for Capstone Consulting Services to decide which options to pursue. Desirability of solutions will also be ranked based on Capstone Consulting Service’s needs.
* CCS is provided a fully functioning web application that allows the company to manage its inventory. This system will allow administrators the ability to process rental transactions and save this data.

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| **Scope** | **Details** |
| * Team will research requirements and needs of a working inventory system and present Capstone Consulting Services with a list of their findings. | Team will research existing inventory systems and their implementation, focusing on the managing databases and transferring records of inventory to a database. The team will learn proper techniques and strategies in their various classes to create an efficient system. The team will compile their findings in a formal document which will be presented to Capstone Consulting Services. |
| * Team will envision and propose various inventory systems. | Following the research phase of the project, the team will work together to envision different potential solutions to solve Capstone Consulting Services inventory needs. These solutions will be compiled with requirements for discussion and approval by the executive of Capstone Consulting Services. |
| * Team will provide Capstone Consulting Services with a more in depth explanation and execution roadmap on the solutions Capstone Consulting found most desirable. | For all presented solutions Capstone Consulting Services found desirable, the team will research, compile, and deliver a detailed summary, including :   * Options for implementation * Anticipated risks for all options * Anticipated time for execution of all options * Ranked desirability of all options based on benefits, costs, and anticipated timeline * Suggestions for implementations/ next steps should Capstone Consulting Services choose to implement any given option |
| * Team will build a web application and a database to allow Capstone Consulting Services to manage their inventory and store pertinent data | The team will build a web application utilizing C#, HTML, and JavaScript to support the management of inventory. The team will build a database to store inventory data with SQL. This will include test documentation. |

*STATEMENT OF WORK SECTION*

**Important Dates, Proposed Timeline, Stage Gates**

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| **Stage Gate Summary** | |
| **Charter Approval Date:** | 1/28/2021 |
| **Number of Stage Gates:** | 4 |
| **Duration of Each Stage Gate:** | 3 weeks |
| **Stage Gate 1 – Plan Stage Gate** | 1/25/2021 – 2/8/2021 |
| **Stage Gate 2 – Analyze Stage Gate** | 2/8/2021 – 2/25/2021 |
| **Stage Gate 3 – Design Stage Gate** | 2/28/2021 – 3/10/2021 |
| **Stage Gate 4 – Build Stage Gate** | 3/15/2021-4/11/2021 |
| **Prepare for Closeout** | 4/12/2021 – 4/18/2021 |
| **Closeout** | 4/23/2021 |
| **Work Session Hours:** | M: 9:00 AM-2:00 PM  T: 12:00 AM-3:00 PM  W: 9:00 AM-1:00 PM  TR: 11:00 AM-3:00 PM  F: 8:30- 12:30 PM |

**Resources**

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| Who | Role |
| Andrew Williams | Executive |
| Preston Gates | Day to Day Contact |
| Erin Gronewald | Coach |

**Assumptions and Constraints**

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| Assumption/ Constraint ID | Description | Impact  1-Low  2-Med  3-High | ID’d Date | Importance | Status | Responsible Person |
| C1 | Team will not be able to work past project deadline and must deliver at proposed date | 3 | 1/20/2021 | High | Current | Project Team |
| C2 | All work provided will be off our own creation without the use of someone’s else’s code or application |  | 1/20/2021 | High | Current | Project Team |
| A1 | Team members will be available to work on project for 5-7 hours a week | 3 | 1/20/2021 | High | Current | Project Team |
| A2 | Day to Day contact will be available to meet weekly to go over project status and possible problems | 3 | 1/20/2021 | High | Current | Preston Gates |