

Project Charter
Computer Science - Audio/Text Converter/Analyzer
2021-09-20 - DRAFT 1.0

Project Name	Audio Text Bi-Directional Converter	
Executive Sponsor	Prof. Zaidi	
Project Manager	Maribel Gershman	
Primary Stakeholder(s)	Hussain Zaidi	
Project Description/Statement of Work		
Receive audio files from XXXX Team, generate a text converted file which will be delivered to YYYY Team for further analyzing.		
Business Case/Statement of Need (<i>Why is this project important now?</i>)		
Implementation will support and facilitate the Interview Application's analysis of the user's confidence level.		
Customers	Customer Needs/Requirements	
Newly graduated students or anyone who wants to practice and assess their computerized interviewing skills		
Project Definition		
Project Goals	Provide the user feedback on the quality of their computerized interviewing skills based on word usage, tonality, speed of speech and clarity of speech	
Project Scope	The audio files will be .mp4 format and consist of english only. Target users will be 21-30 year olds but suitable for more mature users as well.	
Project Deliverables	There will be 4 deliverables: Sprint 1 on Week 7, Sprint 2 on Week 11, Sprint 3 on Week 14, Final product on Week 15	
Project Constraints/Risks (<i>Elements that may restrict a project, project team, or project action.</i>)		
Audio file to be processed is not received in a timely manner from the Audio Capture Team. Team members test positive for COVID/Variant. Entire team is inexperienced, too large of a learning curve. Power outages due to local Flex Alerts. Power outages localized to CPP. SoCal Flex Alerts, power outages localized to CPP.		
Implementation Plan/Milestones (<i>Due dates and duration</i>)		
Sprint 1/Week 7: TBD Sprint 2/Week 11: TBD Sprint 3/Week 14: TBD Sprint 4/Week 15: TBD		
Communication Plan (What needs to be communicated? When is communication needed? To whom? How?)		
File types being received/delivered. Where to retrieve/deliver files. Communication in form Sprint testing and feedback from the client. Meeting with the Developers every 48hrs for status updates, identify and resolve any issues.		
Change Management/Issue Management (<i>How decisions will be made? How will changes be made?</i>)		
All change requests will be made in writing and shall include, date, time, reason for change request, detailed description of the change(s) desired, acceptable use/test cases. File version control will be managed using GitHub		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
Maribel Gershman	Program Manager(PM)	Leads the team by setting schedules, milestones, deadlines, budgets, task lists, assembles team members, allocates resources. Define project objectives, scope, roles and

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		responsibilities. Tracks project and provides regular reports to the project team and to stakeholder(s). Identifies and mitigates potential risks.
Abrahan Perdoza	System Analyst(SA)	Collects and creates requirements, generates requirement models, and translates them into UML diagrams and use cases. Determine the computing needs and translating them into system specifications. Produce a cost analysis of the project.
Nachiket Patel	Quality Assurance(QA)	Ensuring the product meets the company standards, maintains strong overall quality control of product adhering to reliability, performance and customer expectations.
Nachiket P., Abrahan P., Maribel G.	Developer	Works with a team of coders to create software programs for the mobile device and website. Update end-user software and conduct quality control functions. Test and deploy programs and applications Troubleshoot, debug, maintain, and improve existing software.
Stakeholder Roles and Responsibilities		
Stakeholders	Roles	Responsibilities

Sign-off

Sponsor: _____ Date: _____