NSCC Project Charter | Revenue Tracking System

Truro Music Festival

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January 2020 – April 2020

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## Section 1. Charter Introduction

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
| 1.0 | 2020-01-15 | Hannah Grinton | Creation of the document. |
| 1.1 | 2020-01-23 | Nick Showalter, Hannah Grinton | Completion of Project Charter |
|  |  |  |  |

### 

### 1.1 Authorization

This Project Charter, for the creation of a NSCC Information Technology Program website has been reviewed in full and approved by the following:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 

## Section 2. Project Overview

### 2.1 Project summary

### The project outlined in this charter is the result of a need for organization and tracking of the donations and paid advertisements of the Truro Music Festival. The project entails developing software that allows the user to enter in specific data related to the revenue of this non-profit organization and maintain said data. The creation of this custom tool would provide a solution to the loss of revenue, accidental soliciting of donors, and the difficulty of maintaining structure of the data. The cost of the software to be developed is free, as is the labour of the developers, however, there may be a small to medium cost involved for the web hosting of this software, the means of which is to be decided upon by the client, within limits of compatibility with the software used to build the tool.

### 2.2 Project scope

#### 2.2.1 Scope definition

In Scope:

* A user-friendly web application that allows the user to create, read, update, and delete data relevant to the revenue of the organization.
* Set up of a database to store the data to be used by the web application.
* Preparing the tool to be used by the client (placing the site on a server reachable by the client).
* Teaching the client how the tool may be used, and the basics of how the tool can be maintained (explaining the database and hosting environment).

Out of Scope:

* The development team is not responsible to find, purchase, or maintain the hosting of the custom tool.
* The development team is not required to administrate or maintain the tool after the completion of development and set up for client usage, unless a maintenance agreement is made.

2.3 Deliverables

|  |  |
| --- | --- |
| **Project Deliverable #1** | **Intuitive, Clean, Simple Design** |
| Description: | Mock-up of tentative design & color scheme for all pages |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | Acceptance of Charter |
| **Project Deliverable #2** | **Class Design** |
| Description: | Creation of a UML Class diagram displaying data to be stored as indicated by client |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | Client Requirements |
| **Project Deliverable #3** | **User Login** |
| Description: | A secure login page, user authentication and management |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | None |
| **Project Deliverable #4** | **Functionality for Donors** |
| Description: | Create, Read, Update, Delete Donors |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | Deliverable #2 |
| **Project Deliverable #5** | **Functionality for Advertisers** |
| Description: | Create, Read, Update, Delete Advertisers |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | Deliverable #2 |
| **Project Deliverable #6** | **Functionality for Awards/Funds** |
| Description: | Create, Read, Update, Delete Awards/Funds |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | Deliverable #2 |
| **Project Deliverable #7** | **Additional Functionality** |
| Description: | Features such as filtering by search, queries, design modifications & improvements, etc. |
| Acceptance Criteria: | Client Signature |
| Due Date: | TBD |
| Dependencies: | Deliverable #1, Deliverable #2 |
| **Project Deliverable #8** | **Deployment** |
| Description: | Site migration to production server, teaching on site usage and maintenance |
| Acceptance Criteria: | Client Signature |
| Due Date: | April 16, 2020 |
| Dependencies: | All prior work and documentation, Hosting provided by Client. |

### 2.4 Project cost estimate and sources of funding

| **Name** | **Hours** | **Wage** | **Total Cost** |
| --- | --- | --- | --- |
| Hosting | N/A | TBD | TBD |
| **Totals** | N/A | TBD | TBD |

## 

## Section 3. Project Organization

### 3.1 Roles and responsibilities

| **Role** | **Description** | **Name/Title** |
| --- | --- | --- |
| Developer | Front End Development | Nick Showalter & Hannah Grinton |
| Developer | Database and back end development | Nick Showalter & Hannah Grinton |
| Developer | User interface design and back end development | Nick Showalter & Hannah Grinton |
| Testing | Contribute opinion, testing, knowledge and other personal resources | Nick Showalter & Hannah Grinton |
| Project Co-Managers | Upkeep direction, documentation, and organization | Nick Showalter & Hannah Grinton |
| Subject Matter Expert | Broad knowledge of implementation and development | Nick Showalter & Hannah Grinton |

### 3.2 Project facilities and resources

* Locations will be computer lab 308 which supplies the use of a printer and computers.
* Cloud drives for file backups (Office365, GitHub, Azure).
* Hosting for finished product.

## 

## Section 4. Glossary and Acronyms

|  |  |
| --- | --- |
| **Term or Acronym** | **Definition** |
| IT | Information Technology |
| ITPW | Information Technology Program Website |
| Hosting | Store (a website or other data) on a server or other computer so that it can be accessed over the Internet. (*Oxford*) |
| Class | In object-oriented programming, a class is an extensible program-code-template for creating objects, providing initial values for state (member variables) and implementations of behavior (member functions or methods). (Wikipedia) |