



PROJECT CHARTER

Revised by Phuong (Jennifer) Tang-Tran, Joshua Sivertson, and Changsin Park

July 22, 2020

EXECUTIVE SUMMARY

The Community Discussion Platform (CDP) project has been created with the purpose of being an online medium for collaborative community discussions regarding civic development and improvements, while also eliminating physical barriers to participation. The project will integrate improved technology solutions with the current platform in order to establish a more robust discussion platform, which will allow citizens to collaborate and generate physical and social changes to their communities.

PROJECT PURPOSE/JUSTIFICATION

Business Need/Case

MyLivingCity created the CDP project to transform cities into sustainable cities, empower every citizen to engage in a conversation for change, and take the initiative for change in their community. The CDP project will source the community and fully involve citizens into the planning process through the online platform. Additionally, the project will open the current community development process to those who have traditionally not been involved or who have encountered barriers to accessing on-site meetings. Furthermore, the platform will provide opportunities for citizens to become the source of change for a sustainable community.

Business Objectives

The business objectives for this project are in direct support of our strategic plan to increase usability and provide opportunities associated with becoming a sustainable community. The following list supports the project sponsor in reaching these objectives and meeting the above business needs:

- A beta test environment with an increased amount of community engagement in platform development
- An improved revision of application
- A development plan to achieve production release

PROJECT DESCRIPTION

The CDP project will build onto an existing application to be able to have meaningful conversations, develop ideas, and provide a means to measure which elements of ideas have community support and which do not. This application will integrate into MyLivingCity's current community platform application in order to establish improved features while utilizing enhanced technology.

Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the CDP project, the following objectives must be met within the designated time and budget allocations:

- Develop solution methodology to present to the Executive Director of MyLivingCity
- Create a test environment for software testing and a production environment that allows restoration of previous version if needed
- Improve visual presentation and navigation features of application
- Deliver new capabilities including the Comment Funnel feature

Requirements

This project must meet the following list of requirements in order to achieve success:

- Be tested in the lab prior to deployment
- Contain optimal navigation for easy processing of information
- Contain an improved graphical interface for the layout and information display

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

Constraints

The following constraints pertain to the CDP project:

- Online communication due to COVID-19

Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

- This project has the full support of the project sponsor, stakeholders, and all departments.
- The project sponsor will provide all of the necessary resources to ensure this project's success.
- All project team members will be available during the project timeframe.
- All project team members will provide timely communication to project stakeholders and participants.

Preliminary Scope Statement

The CDP project will consist of designing and testing the community discussion platform hosted by the organization's web site. The user interface will improve and contain, at a minimum, the ability to process a variety of comments into a useable format and rate another user's discussion topic.

Change Management

After a successful implementation of the project, the amount of community engagement will increase. The team will provide a user manual with the purpose of educating users about the new features in place. The user manual will contain written guides, associated images, and instructions on how to engage in the CDP product effectively and efficiently.

RISKS

The following are risks related to the completion of this project. The team will review the associated risks and update these risks on a regular basis to reflect the current understanding of uncertainties as actual events occur.

Risk #	Risk Description	Owner and Recommendation	Priority	Risk Treatment (Accept/Mitigate/Transfer)
1	Loss of team members due to unforeseen circumstances	Team members Communicate with the team members about any problems	Low	Accept
2	Failure to complete the project	Team members Communicate with the sponsor on a weekly basis to ensure the team members are completing the weekly milestones	Medium	Mitigate

PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the CDP project:

- Updated release of MyLivingCity's application
- Technical documentation for community discussion platform
- Proposal document for post-Capstone development

Any changes to these deliverables must be approved by the project sponsor.

PROJECT APPROACH

The CDP project will adopt Agile methodology to ensure the project develops essential foundations first. The CDP project's essential foundations will be developed first by adopting the Agile methodology. The team will accomplish goals during the scheduled two-week sprints and record any progress in the backlogs during scrum meetings. The provided schedule is flexible and can be altered to accommodate any complications that may arise.

	Week 1						
	Su	M	T	W	Th	F	S
Project Scoping					X		
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting							
Instructor Check-in							

	Week 2						
	Su	M	T	W	Th	F	S
					X		
						X	
	X			X			
					X		

	Week 3						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting		X		X			
Instructor Check-in					X		

	Week 4						
	Su	M	T	W	Th	F	S
						X	
				X			
	X			X			
					X		

	Week 5						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting		X		X			
Instructor Check-in					X		

	Week 6						
	Su	M	T	W	Th	F	S
						X	
					X		
	X			X			
					X		

	Week 7						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting				X			
Instructor Check-in					X		

	Week 9						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting				X			
Instructor Check-in					X		

	Week 8						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning							
Scrum Meeting				X			
Instructor Check-in					X		

	Week 10						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning							
Scrum Meeting				X			
Instructor Check-in					X		

	Week 11						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting		X		X			
Instructor Check-in					X		

	Week 12						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning				X			
Scrum Meeting		X		X			
Instructor Check-in					X		

	Week 13						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning		X					
Scrum Meeting		X		X			
Instructor Check-in					X		

	Week 14						
	Su	M	T	W	Th	F	S
Project Scoping							
Client Check-in						X	
Sprint Planning				X			
Scrum Meeting		X		X			
Instructor Check-in					X		

SUMMARY MILESTONE SCHEDULE

The project's Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. The project sponsor will communicate any changes that will occur through the project status meetings.

Project Milestone	Target Date (mm/dd/yyyy)
• Project Start	05/04/2020
• Project Charter	05/15/2020
• Complete Solution Design	05/25/2020
• Acquire Hardware and Software	06/01/2020
• Complete Solution Simulation with New Hardware/Software	06/22/2020
• Complete Solution Simulation and Testing	07/18/2020
• Final Client Demonstration	08/14/2020
• Symposium Presentation/Demonstration	08/18/2020
• Project Complete	08/18/2020

CONCLUSION

MyLivingCity's development team is exhilarated to be working on a project that will cause a sustainable shift of cities by empowering residents through the community discussion platform. The team is more than confident that they will improve the current application with an increased amount of community engagement. The Project Sponsor, Nicolas LeBlanc, will work closely with the team to ensure the project is successful and done within scope. Please sign the authorization section and return to point of contact for the project team, Phuong (Jennifer) Tang-Tran.