# Katie Stapleton

CS 250: SDLC

# Agile Charter

**Project Traveler**

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| Business Case/Vision:*(Value to attain)* | Help SNHU Travel expand their leading travel agency’s presence from New Hampshire to customers across the United State by offering Niche vacation packages |
| Mission Statement:*(Result to accomplish)* | Creating a niche vacation booking system for SNHU Travel, with the ability to obtain/store new vacation packages, increase the customer database, and add new tools for the customers to use |
| Project Team:*(Team members and roles)* | Christy – Product Owner  Ron – Scrum Master  Brian - Developer  Nicky – Developer  Will - Developer  Amanda - Tester |
| Success Criteria: | Start date: 03/11/2020  Expected completion date: 5 weeks, 04/14/2020   * Final deliverable: “niche” vacation package booking system * Key project objectives: vacation package booking system, vacation package database, expanded customer database, new customer tools |
| Key Project Risks: | 1. Overdue final delivery to SNHU Travel 2. Booking system malfunctions and/or contains bugs 3. Not creating the proper tools desired by SNHU Travel |
| Rules of Behavior:*(Values and principles)* | 1. Respect all team member equally, including their roles and differentiation in skills 2. Open communication is encouraged and valued, including asking for help 3. Whether it’s a success or failure, we will take accountability for our actions and project as a team 4. When feedback or criticism is given, critique the issue, not the team member (Note: feedback/criticism is only allowed to be constructive, not insulting) 5. Collaboration is our key to success, so work and make decisions as a team 6. Stay focused during the daily meetings; take the meetings seriously (but yes, you still can laugh) 7. Do not take things personally. Remember everyone has their “bad days” |
| Communication Guidelines:*(Scrum ceremonies and rules)* | 1. Daily Meetings are scheduled at 8:15 am in the small conference room 2. No cellphone during daily meeting (unless necessary or required by the company) 3. Attempt to attend all scheduled and daily meeting in person excluding PTO; teleconferencing allowed when needed 4. Please do not be late. This may affect the meeting and possibly our responsibilities. 5. Let your team members speak and give consideration to what they are saying 6. Stay on topic and avoid sidebars. Additional topics and sidebars are addressed at the appropriate times 7. Meeting minutes are released within 2 hours of the meeting 8. The role of the scribe is rotational throughout the entire team |