NSCC Capstone Project Charter [Northumberlamb]

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Section 1. Charter Introduction

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	2015-01-14	Kyle Samson & Chris Borden	Creation of the document.
1.1	2015-01-19	Kyle Samson & Chris Borden	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:

Brenda Stewart, Director, Northumberland Lamb Marketing Co-operative

Signature_____

Date ___January 22, 2015_____

Section 2. Project Overview

2.1 Project summary

- Complete Content Management System (CMS) for the Northumberland Lamb Marketing Co-operative.

- The client would like a website that is easy to use.

- The client would like a website is simple and clean.

- The website will be populated with content provided by the client.

    o Written text

    o Images

    o Links to related sites

    o Media (newspaper and magazine articles)

    o Membership application form

- The website will include information tailored toward three (3) target audiences.

    o Producers of Lamb

- o   Consumers of Lamb

- o   Wholesalers/Restaurants selling Lamb

- Deploy website with a web host.

    - o   The web hosting company will be sought out by the website developers.

- The website will enable Northumberland Lamb Marketing Co-operative to have a presence online, something that does not currently exist.

- A budget for this project has not been discussed at this time. The foreseen costs are as follows:

    - o   The client currently owns two domains for this project:

        - ▪   Northumberlamb.ca

        - ▪   Northumberlamb.com

    - o   The client is aware that there will be a fee associated with web hosting (TBD).

2.2 Project scope

2.2.1 Scope definition

In Scope:
- Content Management System using WordPress
- Custom responsive design of website
- Implement plugins (free) to enable full customization
- Population of website content
- Testing to ensure no bugs
- Deployment to web host
- Configuration of multiple domain names
- Training on use of website backend

Out of Scope:
- E-Commerce
- Calendar of events

2.3 Deliverables

Project Deliverable 1:	Site Mock-ups
Description:	Design mock-ups for Northumberlamb.ca website
Acceptance criteria:	Client will review and approve a mock-up design for the website
Due date:	Wednesday, 28 January, 2015
Dependencies:	This deliverable will need to be completed before development of the website can begin

Project Deliverable 2:	Template of Website
Description:	Live design of website
Acceptance criteria:	Client will view and approve the site template to move forward
Due date:	Wednesday, 18 February, 2015
Dependencies:	Further development of the website is dependent on acceptance this deliverable

Project Deliverable 3:	Live Preview of Website
Description:	Live version of website to preview
Acceptance criteria:	Client will test website and submit change requests where needed
Due date:	Wednesday, 11 March, 2015
Dependencies:	Deployment of the website requires approval of test website

Project Deliverable 4:	Final Version of Website
Description:	Final version of the website will be available to test
Acceptance criteria:	Client will approve that website is ready to be deployed
Due date:	Wednesday, 25 March, 2015
Dependencies:	Deployment of the website requires approval of final version of website

Project Deliverable 5:	Website Training
Description:	Training will be provided for use of managing/updating the website
Acceptance criteria:	Client is confident with managing/updating the website
Due date:	Wednesday, 8 April, 2015
Dependencies:	Client will be trained on website before site is deployed

Project Deliverable 6:	Website Deployment
Description:	Website will be deployed to webhost to be accessible on the internet
Acceptance criteria:	Client approves deployed website
Due date:	Wednesday, 15 April, 2015

2.4 Project cost estimate and sources of funding

	Hours	Wage	Total Cost	
Web Hosting	N/A	N/A	~$100.00	Annually
Totals			~$100.00	

Section 3. Project Organization

3.1 Roles and responsibilities

Role	Description	Name/Title
Developer	Front End Development	Chris Borden & Kyle Samson
Developer	Database and back end development	Chris Borden & Kyle Samson
Developer	User interface design and back end development	Chris Borden & Kyle Samson
Testing	Contribute opinion, testing, knowledge and other personal resources	Chris Borden, Kyle Samson & Brenda Stewart
Project Manager	Upkeep direction, documentation, and organization	Chris Borden & Kyle Samson
Subject Matter Expert	Broad knowledge of implementation and development	Brenda Stewart (Stakeholder)

3.2 Project facilities and resources

- WordPress (Content Management System, Version 4.1)
- SequelPro (Database Management)
- GitHub (Version Control)
- JIRA (Project Management Tool)
- Trello (Collaborative Project Management Tool)
- Printer (Forrester Hall - Lab 308)
- Development web server, used for testing (Forrester Hall)
- MAMP & WAMP, used for local development
- Web hosting services

Section 4. Glossary and Acronyms

Define all terms and acronyms required to interpret the project charter properly.

IT	Information Technology
MAMP/WAMP	Mac/Windows, Apache, MySQL, PHP
CMS	Content Management System