*Education Platform*

PROJECT CHARTER

Version *1.0*

*01/25/2021*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version # | ImplementedBy | RevisionDate | ApprovedBy | ApprovalDate | Reason |
| 1.0 | *Team N2* | *<01/26/21>* | *<Anna Lavrova>* | *<mm/dd/yy>* | *<reason>* |
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# 1 INTRODUCTION

## 1.1 PURPOSE OF PROJECT CHARTER

The Education platform projects charter documents and tracks the necessary information required by decision maker(s) to approve the project for funding. The project charter should include the needs, scope, justification, and resource commitment as well as the project’s sponsor(s) decision to proceed or not to proceed with the project.  It is created during the Initiating Phase of the project.

The intended audience of the Education platform project charter is the project sponsor and senior leadership.

# 2  PROJECT AND PRODUCT OVERVIEW

Education Platform will unite teachers, authors of educational courses and prospective students who are considering attending a specific trade or skill.

It will be a web platform only.

 Estimated project duration is 12 months.

Estimated project budget is up to $105k

# 3 JUSTIFICATION

## 3.1 BUSINESS NEED

There are many educational platforms that help students learn new knowledge and allow qualified teachers and authors to provide it.

But currently there is no any worldwide educational platform which can convert/translate speech into subtitles.

Nowadays, education platform could help thousands of students from different countries receive enormous amount of knowledge without leaving their homes, spending hundreds of dollars and traveling abroad. Although, teachers and mentors can join us with their own built programs and courses. Education platform will make the process of understanding easy and simply, because a new bilingual platform will be able to translate and convert speech into subtitles/captions, based on users' language preferences, without any time delay, so you will never miss the word..

## 3.2 PUBLIC HEALTH AND BUSINESSES IMPACT

This platform would be the first international education project  in the market.

The project will unite people for making education easier for them and landing better job positions in future. It will require less financial expenses compared to other resources.

Our unique online platform will give an access with no limits in time and place to any source of courses/classes with ability to transcription in subtitle format

Our platform will make equal opportunity for people obtain necessary level of knowledge from any part of the world with less cost.

**4  SCOPE**

**4.1    OBJECTIVES**

The objectives of the Education Platform:

- Create and submit  the UX/UI design stage by March 2021

- Release Beta version of platform in September 2021

- Start the platform checkup in September among university students (used as focus groups).

- Synchronize database of new build platform with the existing one.

- Finalize the development stage of the project till December 2021.

- Get first 200 users from in-app launch till the end of December 2021.

- Integration with other 2 platforms of our main project during January 2022

## 4.2 HIGH-LEVEL REQUIREMENTS

The following table presents the requirements that the project’s product, service or result must meet in order for the project objectives to be satisfied.

|  |  |
| --- | --- |
| **Req. #** | **I Requirement Description** |
| 1. | The platform should have a common course library |
| 2. | Platform can have only two languages: English and Russian, where English is the default language |
| 3. | The main feature is the translation of the original text (audio) into subtitles and a fast addition of lecture transcripts. |
| 4. | The platform will have 2 types of profiles: for students and for teachers |
| 5. | The library of courses should be organized into categories |
| 6. | The platform will exclude any cooking or food courses categories |
| 7. | Platform will have Stripe integration with few types of payment systems (Paypal, gift cards, bank cards) |
| 8. | The platform will have an admin panel with database and analysis |
| 9. | After launch, the platform should be integrated with two other platforms |

## 4.3 MAJOR DELIVERABLES

The following table presents the major deliverables that the project’s product, service or result must meet in order for the project objectives to be satisfied.

|  |  |
| --- | --- |
| **Major Deliverable** | **I Deliverable Description** |
| Contract | All legal paperwork must be signed and  copy must be sent to the Client. |
| Status reports | The status report schedule is set and corresponding reports are communicated to the Client. |
| Project plan | A document with all the requirements for development time, budget, risks, resources will be prepared and handed to the client. |
| UX/UI design and prototype | Prepared design according to Client’s requirements, which  will be the base of further development |
| Web platform | The platform should be running with no errors from the development side, the loading of the page should be up to 5 seconds. |
| Technical & business documentation | Technical and business documentation, prepared during the life cycle of the project will be brought to the Client's attention |
| Source code | All developed software is transferred to the final customer before the start of trial operation. |

## 4.4 BOUNDARIES

The development team should create the project from scratch.  We break the project into specific stages.

Firstly we will prepare a project plan. After that we will create UX/UI design.

When the design will be confirmed we will move on to the development stage.

To start with we will create a landing page. After that we will move on to the front end and back end development.

The team is responsible for performing the acceptance testing in the development stage.

After we launch a beta version of the platform, we will run user testing.

Once the user testing is successful, the educational platform will be completed and launched.

We will provide post-launch support for one month.

The Client will be available twice a week on Mondays and Thursdays.

**5 DURATION**

**5.1 TIMELINE**

The Team will start work a week after signing the charter and will work on the project for 12 months.

After 8 months of project start the beta version of the product will be launched. After that there will be user testing. After successful testing the version will be finalized and in January we will release the project and Integration with other 2 platforms.

After the release IT Team will support the clients for 1 month in the amount needed for the project.

**5.2 EXECUTIVE MILESTONES**

The table below lists the high-level Executive Milestones of the project and their estimated completion timeframe.

|  |  |
| --- | --- |
| **Executive Milestones** | **Estimated Completion Timeframe** |
| Preparatory works and FRD is approved | February,1 2021 |
| Design works are approved | March, 1 2021 |
| Beta version of Education Platform  done is done | September, 1  2021 |
| User testing by focus group | October, 15 2021 |
| Synchronize database of new build platform with the existing one and finalize the development stage of the project. | December, 15 2021 |
| Integration with other 2 platforms of main project | January 2022 |
| Post-launch support | February 2022 |

# 6 BUDGET ESTIMATE

## 6.1 FUNDING SOURCE

Project budget assigned by the Client is the source of the project.

## 6.2 ESTIMATE

This section provides a summary of estimated spending to meet the objectives of the *Education platform* project as described in this project charter.  This summary of spending is preliminary, and should reflect costs for the entire investment lifecycle.  It is intended to present probable funding requirements and to assist in obtaining budgeting support.

|  |  |  |
| --- | --- | --- |
| **Type** | **Timeline** | **Budget** |
| UX/UI Design | 1 month | US$ 4000 |
| Development | 11 months |  |
|  | Front-end | US$ 40000 |
|  | Back-end | US$ 44000 |
|  | Admin panel |  |
| PM | **10%** |  |
| QA | 4 month | US$ 4000 |
|  | **Total** | **US$102,500** |

# 7 HIGH-LEVEL ALTERNATIVES ANALYSIS

1. The IT team can use already pre-existing multifunctional admin panels, which can help reduce development costs.

**8 ASSUMPTIONS, CONSTRAINTS AND RISKS**

## 8.1 ASSUMPTIONS

1. The Client will be available only twice a week on Mondays and Thursdays.

2. During beta testing, only one lecture per day can be uploaded to the platform.

3. Student testing information as well as the subtitle translations for the platform will be delivered and inserted by the Customer in a timely manner.

## 8.2 CONSTRAINTS

This section identifies any limitation that must be taken into consideration prior to

the initiation of the project.

1. The project shall be delivered within the agreed time frame and complied with the approved budget.

2. The project shall be implemented within 12 months.

3. Agreed with the Client all milestones of development process.

4. All subtitles content and tests of exams will be provided to the IT team from client side

5. Lack of communication with Project Stakeholders.

## 8.3 RISKS

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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# 9 PROJECT ORGANIZATION

## 9.1 ROLES AND RESPONSIBILITIES

This section describes the key roles supporting the project.

|  |  |  |
| --- | --- | --- |
| **Name& Organization** | **Project Role** | **Project Responsibilities** |
| <Anna Lavrova>  International Educational Services | Product Owner | Approve product backlog and project documentation;  Approve the budget and schedule;  Set priorities for the development team;  Clarify the project requirements;  Review sprint deliverables and provide feedback;  Approve the overall project delivery; |
| <team N2>  International Educational Services | Project Manager | Person who performs the day-to-day management of the project and has specific accountability for managing the project within the approved constraints of scope, quality, time and cost, to deliver the specified requirements, deliverables and customer satisfaction. |
| <Name>  International Educational Services | UX/UI Designer | Create wireframes, mockups and designs;  Create branding materials;  UI/UX support for the development team; |
| <Name>  International Educational Services | Front-end developer | Analyze project requirements;  Write code;  Apply best technical practices;  Code review and compliance with code guidelines; |
| <Name>  International Educational Services | Back-end developer | Analyze project requirements;  Write code;  Apply best technical practices;  Code review and compliance with code guidelines; |
|  | QA | Development of the test plan and test cases;  Functional testing;  Non-functional testing; |

## 9.2 STAKEHOLDERS (INTERNAL AND EXTERNAL)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Organization** | **Role** | **Contact information** | **Communicati on type** | **Communicati on vehicles** |
| <Anna Lavrova>  International Educational Services | Product Owner | email, skype,zoom, slack | 2 time on week (Mondays, Thursdays) | email, skype,zoom, slack |
| <team N2>  International Educational Services | Project manager | email, skype,zoom, slack | daily | email, skype,zoom, slack |
| <Name>  International Educational Services | UX/UI Designer | email, skype,zoom, slack | weekly | email, skype,zoom, slack |
| <Name>  International Educational Services | Front-end developer | email, skype,zoom, slack | weekly | email, skype,zoom, slack |
| <Name>  International Educational Services | Back-end developer | email, skype,zoom, slack | weekly | email, skype,zoom, slack |

# 10 PROJECT CHARTER APPROVAL

The undersigned acknowledge they have reviewed the project charter and authorize and fund the *Education project* project.  Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

**APPENDIX A: REFERENCES**

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| Project charter | The statement of project objectives | Google drive |

**APPENDIX B: KEY TERMS**

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Stakeholder | A stakeholder is a person with any interest in the project’s outcome. He/she is typically a member of a project team, project manager, executive, project sponsor, client and user. The stakeholder is any person, who is affected by the project. |
| Project team | It is a group of people, assigned to the same project or the effort, nearly all of them on a full-time basis. |
| Milestone | A milestone is a specific point in time within a project lifecycle used to measure the progress of a project toward its ultimate goal. |
| Risk | Risk is any unexpected event that can affect the project imposing negative or positive consequences |