

**R.I.S.E. Academy**

Project Charter

**Algonquin College**

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**Prepared For:**

Rebecca Chambers | Rise Academy

**Prepared By:**

Web Development and Internet Applications

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**Course Professor: Steve Bulgin**

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| **Project Overview** |  | | |
| Project Name | R.I.S.E Academy LMS - Front End | | |
| Project Charter Authors | Tyler McHugh, Wai Chun (Daniel) Kwan, Zixuan Lou, Pardeep Kaur, Jagdeep Singh | | |
| Creation Date | July 7, 2023 | Last Revision Date | August 9, 2023 |
| Project Requestor (Client) | Rebecca Chambers,  John Kozodoj | Course Professor | Steve Bulgin |
| Project Charter Status  (Pending/Approved/  Rejected) | Approved | | |
| Project Sponsor Signature | Client unable to sign but confirmed approval | Date of Project Approval | August 10th 2023 |
| Project Start Date & End Date | June 19, 2023 – August 18, 2023 | | |

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| Project Description | R.I.S.E. Academy is a non-profit, online high school designed to help those who might have issues with traditional learning get the education that they need. Students work one-on-one with facilitators where the students are assigned projects to help them earn credits towards getting their Ontario Secondary School Diploma.    The founder and client, Rebecca Chambers, is looking to have a new system in place to make it easier for students, facilitators and administrators navigate online in place of G-Suite.    The IMD team estimated this project to be a 4-phase project. This was previously estimated to be 3 phases but has since been changed to accommodate time for adequate testing.  Due to the scale of the application and timeline restrictions the WDIA teams decided that Phase 4 (back-end and front-end development) will need to be divided into multiple development stages.    **Phase 1 - Product Research/Definition:** *Completed in Summer 2022.* This phase covers researching the client and website analytics to best understand user habits and desires.    **Phase 2 - Design of Prototypes:** *Completed in Fall 2022.*  This phase covers designing many visual aspects as well as charting user flows and stories to help better understand the users. This phase also sets up Phase 3 by preparing high-fidelity wireframes as well as detailed site maps.  **Phase 3 - Testing & Prototyping:** *Completed in Winter 2023.*  This phase will cover creating a low fidelity prototype, giving weeks to test it as well as creating a high-fidelity prototype.  **Phase 4a - Initial Front-end Development of Web Application:***To be started in Summer 2023.*  **This phase marks the beginning of the front-end development of the web application. It will include development documentation including site map, style/component integration guide, development plan, as well as the front-end development of the login and all My Workspace sub-pages.**    **Phase 4b - Initial Back-end Development of Web Application:***To be started in Summer 2023.*  **This phase marks the beginning of the back-end development of the web application. It will include the backend development and backend-documentation of the login and all My Workspace sub-pages.**  (Section modified from Phase 3 Project Charter) | | |
| Project Purpose | The purpose of this project is to have an online platform/application that would be beneficial to the facilitators and students when it comes to forming projects and rubrics and tracking Ministry curriculum expectations. To improve organization and workflow to keep track of every student and their progress.    As of now, there are no Learning Management Systems (LMS) that can cater to R.I.S.E. Academy’s non-traditional way of teaching, because there aren’t many features available that would help the academy in customizing course and project outlines for each individual student.    Currently, R.I.S.E. uses G-Suite, particularly Google Drive, for learning management purposes.   * Each student has a course folder containing a to-do list, folders for each project, and a feedback document. * Instructors keep track of curriculum expectations with Google Forms, using the Doc Appender Chrome extension to append their assessment to the student feedback document. * Weekly meetings are conducted through Google Meetups. * Spreadsheets are used for tracking attendance and marking. * Databases exist for existing rubrics, modules, and curriculum expectation forms for each course.   The current system is fragmented, leading to a difficult teacher onboarding process. The team’s efforts would result in a more unified system, improving organization and facilitating onboarding for both instructors and students.    (Section carried over from Phase 1 Project Charter)  **The purpose of our part in this project is to develop the front-end of the application as well as the front-end documentation. While much planning and designing has been done by other teams, the information is fragmented and there is still lots of documentation to be done. By documenting this project fully with a complete site map and development plan we can create a good starting point for the next teams, so they are not left searching for information before they begin development.** | | |
| Project Goals & Outcomes | The project’s goals are to create a cohesive, streamlined digital learning and assessment tool that will allow the founder to focus more time on fundraising efforts by alleviating struggles within the organizational and onboarding process.    The desired outcome of the project is to build a cross between a learning management app and a project management app that suits the unique needs of the Academy with features such as:     * Ability to have a class list uploaded * The ability to co-create instructions with youth individually * Connect curriculum expectations to each project (a database that is easily accessible) * Connect rubrics (assessment) to individualized projects * Simplified views for teachers and students * Onboarding process created   (Section carried over from Phase 3 Project Charter)  **Our goals for phase 4a are to develop as much functionality and documentation as possible for the Student role. Due to limited timeline we are focusing on the login page, and the sub-pages under My Workspace.** | | |
| Project Scope | Our will team will be working on Phase 4a: Front-end. We will be developing the front-end of the LMS application.  **Phase 1: Product Research/Definition (Complete)**    **Phase 2: Design of Prototypes (Complete)**    **Phase 3: Testing & Prototyping (Complete)**   * User Testing * Testing Analysis * High-Fi Prototype * Handoff Package     **Phase 4a: Initial Front-end Development of Web Application** *(Summer 2023)*   * **Front-end code of Web Application** * **Front-end documentation** * **Handoff Package**     **Phase 4b: Initial Back-end Development of Web Application** *(Summer 2023)*   * Back-end code of Web Application integrated with front-end * Handoff Package   (Section modified from Phase 3 Project Charter) | | |
| Project Deliverables | **Phase 4a: Initial Front-end Development** (Summer 2023)   * Complete site map & development plan for the application * Guide for styling pages and using page components * Login Page and MyWorkspace sub-pages   + Stylesheets   + Page Layouts / Templates   + Frontend programming * Icons / Fonts   + Import for use on the site | | |
| Project Exclusions | * The team will not be working on:   + Styling, Branding, Page Prototypes (Complete)   + Backend Functionality (Handled by backend team)   + Student View     - My Assignments (Next phase)     - My Facilitator (Next phase)   + Facilitator View (Future phases)   + Admin View (Future phases)   + Messaging System (Future phases)   + Calendar System (Future phases)   + Video Conferencing System (Future phases)   + Authentication Using Google Account (Future phases) | | |
| Benefits | * By improving the design of the current system into a more comprehensive, streamlined, and user-friendly tool, R.I.S.E. Academy will be able to shift more focus from organizational and onboarding processes to business development and implementation. * A better, more simplified user experience will allow both educators and students to be more dedicated to communication and executing learning plans. * A clear, concise onboarding process will save time and resources for both users and the Academy.   (Section carried over from Phase 1 Project Charter) | | |
| Stakeholders | * Rebecca Chambers (Client) * John Kozodoj (Design Studies Professor) * Sherryl Fraser (Design Studies Chair) * Heather Ryhall (Arts, Media and Design) * Steve Bulgin (WDIA Project Professor) | | |
| Constraints / Risks | * Emergency-related delays * Very limited timeline * Limited access to resources * Limited testing time | | |
| Assumptions | * Client provides timely signoffs. * Client provides required data/materials. * No upcoming delays during phase 3. * Access to previous handoff packages * Website only offered in English | | |
| Budget Requirements | * No budget requirements unless fonts/icons are determined to require licencing | | |
| Project Team | * Tyler McHugh – Front-end Project Manager, Developer * Wai Chun (Daniel) Kwan – Front-end Designer * Zixuan Lou – Front-end Designer * Pardeep Kaur – Front-end Documentation * Jagdeep Singh – Front-end Designer | | |
| Key Dependencies | * Access to information from the previous phases * Timely communication from team members, backend team members, and the client | | |
| Project Timeline | When | What | Who |
| July 19 | Site Map | Tyler |
| July 19 | Identification of common elements | Zixuan |
| July 26 | Styles and layout for common student page template | Zixuan |
| July 26 | Styles and layout for login page | Daniel |
| July 27 | Project Charter | Tyler |
| August 2 | Style/implementation guide for common template and login | Pardeep |
| August 2 | Styles and layout for My Workspace Index (Course Selection) | Zixuan |
| August 2 | Styles and layout for My Workspace Course Workbook | Daniel |
| August 2 | Styles and layout for My Workspace Course Outline | Jagdeep |
| August 9 | Integration with backend services | All |
| August 14 | Style/implementation guide for all My Workspace pages | Pardeep |
| August 14 | Development Plan | Tyler |
| August 14 | Testing | All |
| August 15 | Handoff Package | Tyler |