



**Programming Project 1**

**PROJECT CHARTER**



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Sponsor: Homy Ashrafzadeh

Number: Project 1

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***Commercial - in – Confidence***

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**Amendment History**

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| **Section** | **Page** | **Version** | **Comment** |
| All | NA | Version 2 | Updated from Version 1 to make charter more specific with a more defined layout |
| Project Sumary | 6 | Version 3 | Changed due to changed project scope |
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Add a row for each section update or consolidate if changes are minimal. NOTE: Changes should be tracked within the document if the document is to be re-distributed, so that the audience can quickly see the changes.

**Staff or Entities Consulted**

|  |  |
| --- | --- |
| **Name** | **Position / Organization** |
| Homy Ashrafzadeh | Project Supervisor |

Add rows as needed. If not relevant, enter N/A.

**Related Documents\***

|  |  |  |
| --- | --- | --- |
| **Name** | **Author** | **Description** |
| NA | NA | NA |
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***Preface***

The purpose of this document is to outline the Charter for Programming Project. It serves as an agreement between the project team, the sponsor and the supervisor. It outlines the project’s purpose and how the project will be approached, resourced, managed and delivered. Any amendments after this document has been signed off will be via addenda.

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# Project Summary

Our graduation course in bachelor of IT and CS “Programming Project 1”, providing us a practical experience developing software or delivering IT solution in a project environment. Our project provided in this course is to develop a web based matching system.

In this project, we are going to develop a web base B-to-B matching system for buyers and sellers, sellers post description of items they have for supply and buyers post descriptions of items they demand and the system matches buyers and sellers.

The project objective is to deliver a B-to-B matching system for buyers looking for particular item such as manufacture material or product parts etc, provides information of related supplier to contact with, and for supplier to find potential client demand for particular product, provides information of related client to contact with. The main purpose of the system is to match demand and supply between client and supplier, and provide contact details of client and supplier for business negotiation in private further on.

# Project Sponsor

The project sponsor is Homy Ashrafzadeh of Programming Project 1. Homy is also our supervisor and point of contact if anything is needed to be clarified or if help is needed within the project.

# Stakeholders and End Users

This project's stakeholders are the lecture Dr Andy Song, Mr Homy Ashrafzadeh and Mr Ali Yavari. End users are the buyers and sellers.

# Appointment of Project Leader

The project leader is Jason. Each member of the project had the qualifications to be a leader, however Jason was chosen as he formed the group at the start.

# Project Team Members

The project team members and their respective roles are:

Jason Le: Functionality coding, testing

Jiajun He: Database maintenance and functionality coding

Pavitra Vathsalaraj: Documentation and Web design/coding

Saelon Kim: Framework laravel and Web design/coding

# Project Methodology and Approach

In this project, the Agile and Scrum methodology was chosen as our approach. Our goal is to deliver set work loads each week to ensure optimal project progression. Our main location for held meetings and deliverables are at RMIT. Given our strict time frame of 12 weeks, agile was the best option in delivering what is needed each week to ensure completion by the due date. Paired with Scrum methodology, it allows us to see what we need to do on a weekly basis and also show us whether we are behind or ahead of schedule with our assigned tasks. We have assigned tasks to each member to complete on a our weekly schedule, in which would be compiled together when necessary components have been completed, in turn allows us to test these functions together and debug anywhere that deems necessary.

Our stages of implementation will consist of 5 stages:

Stage 1: Project Planning

Finalising our scope and finding out what is needed and when it would be needed to be finished, what functions our project will include and which would be needed as a predecessor to other website functions.

Stage 2: Design and code implementation

Initial coding of functions and compiling functions to make a working website with minor errors which would lead to our third stage of testing and debugging.

Stage 3: System implementation and testing

System implementation would consist of testing our codes and how well all functions flow with the rest of the website. Though stage 3 seems to be a standalone stage, it is also implemented in stage 2 to reduce workload later on in the project if major errors occur during development.

Stage 4: Change implementation

If the project is in working order with no errors, if our time frame allows us, optional functions and design features can be added in addition to the original design.

Stage 5: Project Delivery

Delivery would consist of a fully working demonstration of the project and receive feedback on changes that may be needed

Stage monitoring tools:

Use of Trello board, meeting minute updates. Similarly each team member can update the rest of the team as needed when parts are completed by email.

# Project Governance

Throughout the project, the group will have regular meetings to discuss our work plan as weeks progress. Each meeting will consist of constant updates of how each section is progressing as well as open discussion as to how we will approach each part of the project. Emailing and management of our Trello board are our main form of communication outside meetings. Our Trello board is monitored by Saelon, who is our acting Scrum master. Any changes within project status are updated within Trello and notifications are sent out to each member. Decisions are made when all group members agree upon the discussed topic, which are open for improvement as the project continues. Testing and implementation within function is monitored by Jason. Jun is monitoring connectivity between server and product and website functions as well as database related functions. Website design progress is done by Saelon and Pavitra, whilst functionality and testing are monitored by Jason and Jun.

# Project Scope & Deliverables

Project scope

|  |  |
| --- | --- |
| Functionality | Description |
| User login/ log out | User log into the system before having access to perform other functionality of the system (e.g. search product, create description, view account profile etc), the system can not provide functionality for “Retrieve the password” if user forgot their password, it can be done by contacting with admin staff. |
| Item search | User enter the intended keywords, and list resulting description that match keywords as part of description title, alternatively, item can be search from a wide range of product category, however it is different to search by keywords. Also, product category is only refer to item search functionality, the system do not have product category as a navigation tool. |
| Admin functionality | Admin user is to monitor user performance in the system, admin user is able to modify user profile, such as “Deleting illegal item description”, “Delete illegal user account”. Admin user has no privilege to add or edit customer profile or post. |
| Post creation | Post type varies between different types of user, buyer can only create post for product demand , and seller (Supplier) can only create post for product available to supply. |
| View item description | User are able to view post in detail in order to make contact with intended user, detailed description shows full information of particular item supply or item demand, with user information shown in unclear text form, unless user decided to “contact buyer/seller”, user will be prompted to human verification task to prevent non-manual operation. After verification, the system display contact details of the owner in clear text form. |

The following table includes the major deliverables that the project must meet in order for the objectives to be satisfied.

* Project charter
* Documented team meeting minutes
* Project website
* Work breakdown structure
* User stories
* Product backlog
* Website prototype
* Scrum board (Trello)

The project will be completed by the end of this semester.