

	PROJECT CHARTER			
	PROJECT NAME		PROJECT MANAGER	PROJECT SPONSOR
	Development of a Class Website		Jane Matthews	Jill DeGrassio
	EMAIL	PHONE	ORGANIZATIONAL UNIT(S)	
	jane.matthews@positivecharge.com	9086745645	Web Development, IT Operations, and Project Management	
	GREEN BELTS ASSIGNED		EXPECTED START DATE	EXPECTED COMPLETION DATE
	Wendy Williams (Web Development)		22/01/2025	25/07/2025
	BLACK BELTS ASSIGNED		EXPECTED SAVINGS	ESTIMATED COSTS
	Rakesh Agarwal (Director of IT Operations)		\$15,000.00	\$250,000.00
	PROJECT OVERVIEW			
	PROBLEM OR ISSUE	The goal of this project is to develop a custom class website with features such as a home page, syllabus page, student and teacher login portals, and other relevant sections to improve communication and learning management.		
	PURPOSE OF PROJECT	The implementation of this custom class website will enhance the educational experience by providing a centralized platform for students and teachers to access critical resources. It aims to simplify communication, facilitate efficient information sharing, and promote user-friendly engagement.		
	BUSINESS CASE	Educational institutions are increasingly relying on digital platforms to improve teaching and learning. A custom-built class website will cater to specific class needs, ensure a unique identity, and avoid dependency on third-party solutions. This initiative will provide a streamlined user experience for students and teachers and reduce administrative overhead.		
	GOALS / METRICS	The project goal is to design and implement a fully functional class website by the target date. Metrics for success include meeting deadlines, maintaining website uptime of 99%, achieving a 95% satisfaction rate in user feedback, and ensuring compatibility with all major devices and browsers.		
	EXPECTED DELIVERABLES	- A responsive class website with: 1. Home page 2. Syllabus page 3. Student login portal 4. Teacher login portal 5. Announcements and updates section 6. Contact and helpdesk page - Documentation for website management and maintenance.		
	PROJECT SCOPE			
	WITHIN SCOPE	Design and development of a custom website template. Integration of login portals for students and teachers. Development of a content management system for syllabus and announcements. User testing and feedback incorporation. Providing training for teachers to manage the website content.		
	OUTSIDE OF SCOPE	Hosting and domain registration (to be handled by the institution). Third-party API integrations for external learning tools. Maintenance and updates post-deployment.		
	TENTATIVE SCHEDULE			
	KEY MILESTONE		START	FINISH
	Form Project Team / Preliminary Review / Scope		22/01/2025	31/01/2025
	Finalize Project Plan / Charter / Kick Off		01/02/2025	15/02/2025
	Define Phase		16/02/2025	28/02/2025
	UI/UX Design Phase		01/03/2025	15/03/2025
	Backend Development		16/03/2025	15/05/2025
	Frontend Integration		16/05/2025	15/06/2025
	Testing Phase		16/06/2025	10/07/2025
	Project Summary Report and Close Out		11/07/2025	25/07/2025
	RESOURCES			
	PROJECT TEAM	Janine Remagio	Project Manager	
		David Coen	Lead Developer	
		Rita Preze	UI/UX Designer	
		Lisa Jones	QA Specialist	
		Donald Smythe	Frontend Developer	
	SUPPORT RESOURCES	IT Operations, Sales, and Web Development Team		
	SPECIAL NEEDS	Access to existing class data, user feedback, and testing environments.		
	COSTS			
	COST TYPE	VENDOR / LABOR NAMES	AMOUNT	
	Labor	Lead Developer	\$150,000.00	
	Labor	UI/UX Designer	\$70,000.00	
	Labor	QA Specialist	\$25,000.00	
	Miscellaneous	Third-Party Software	\$5,000.00	
		TOTAL COSTS	\$250,000.00	
	BENEFITS AND CUSTOMERS			
	PROCESS OWNER	Jane Matthews - Project Manager		
	KEY STAKEHOLDERS	Jill DeGrassio, Teachers, Students		
	FINAL CUSTOMER	Students and teachers utilizing the class website.		
	EXPECTED BENEFITS	The class website will streamline communication between students and teachers, reduce administrative tasks, and provide a professional and engaging user experience. It will also facilitate efficient syllabus and announcement sharing, enhancing overall satisfaction.		
	TYPE OF BENEFIT	BASIS OF ESTIMATE		ESTIMATED BENEFIT AMOUNT
	Improved Communication	IT and Management Estimations		\$10,000.00
	Enhanced User Satisfaction	User Surveys		\$8,000.00
	Reduced Administrative Tasks	Operations' Estimations		\$5,000.00
	Cost Savings on Third-Party Software	Software Estimations		\$2,000.00
		TOTAL BENEFIT		\$25,000.00
	RISKS, CONSTRAINTS, AND ASSUMPTIONS			
	RISKS	- Delays in obtaining feedback from students and teachers during the testing phase. - Potential compatibility issues with older devices and browsers. - Limited access to IT resources during peak institutional periods.		
	CONSTRAINTS	- Project timeline is tight due to the academic calendar. - Team members may need to multitask with other institutional IT priorities.		
	ASSUMPTIONS	- Necessary approvals from stakeholders will be obtained on time. - Required class data and content for the website will be provided promptly.		
	PREPARED BY	TITLE		DATE
	Jane Matthews	Senior Project Manager		21/01/2025

	PROJECT MANAGEMENT PLAN		
	OVERVIEW		
	Purpose	Develop a class website including home page, syllabus, student and teacher login portals.	
	Scope	Comprehensive design, secure login, usability focus.	
	Objective	Deliver within 6 months, \$250,000 budget.	
	Assumptions	Content provided by stakeholders.	
	Constraints	Timeline and budget limitations, cross-browser/device compatibility.	
	Project Deliverables	Fully functional class website, documentation, secure portals for students and teachers.	
	Schedule	Start Date: January 22, 2025,	End Date: July 25, 2025,
	Budget	\$250,000.00	
	Evolution of the Plan	Plan updated at each milestone for scope, schedule, and resources.	
	PROJECT ORGANIZATION		
	External Interfaces	Coordinate with educators and students; IT for infrastructure support.	
	Internal Structure	Roles	Responsibility
		Project Manager	Oversee project lifecycle, monitor progress, and manage risks.
		Web Developers	Design, code, and implement website functionality.
		UI/UX Designer	Develop wireframes, design mockups, and ensure responsive design.
		Backend Developer	Set up database, develop authentication, and integrate backend logic.
		Frontend Developer	Implement front-end components, including portals and pages.
		QA Specialist	Conduct functionality, security, and usability testing.
		System Administrator	Deploy and manage the server and infrastructure.
	Roles and Responsibilities	Assign roles and responsibilities to team members, ensuring clear ownership of tasks.	
	MANAGERIAL PROCESS PLAN		
	Start-Up Plans	Conduct resource estimation and plan staffing. Acquire required tools and technologies. Provide training on CMS, security protocols, and responsive design.	
	Work Plan	Phase 1: Requirements Gathering & Planning Phase 2: UI/UX Design Phase 3: Backend & Frontend Development Phase 4: Integration & Testing Phase 5: Deployment & Training	
	Control Plan	Conduct weekly progress meetings to track progress and address deviations. Monitor deliverables and adjust timelines if required. Regularly update the project charter and Gantt chart.	
	Risk Management Plan	Identified Risks: Delays in stakeholder feedback. Compatibility issues across devices. Resource unavailability during critical phases. Mitigation Strategies: Maintain buffer time for feedback loops. Conduct cross-device testing during development. Pre-schedule resource availability.	
	Closeout Plan	Finalize website functionalities and documentation. Conduct user training and collect feedback. Conduct a retrospective to document lessons learned.	
	TECHNICAL PROCESS PLAN		
	Process Model	Follow Agile model for iterative development and progress tracking.	
	Methods, Tools, and Techniques	Tools	HTML, CSS, JavaScript for frontend. CMS for content management. Git for version control.
		Techniques	Responsive design for multi-device compatibility. Usability optimization and secure login.
	Infrastructure Plan	Hosting Services: Set up a secure hosting environment with backups. Security: Implement SSL certificates and access control mechanisms.	
	Product Acceptance Plan	Conduct user testing with students and teachers. Validate functionality against acceptance criteria. Obtain formal acceptance from key stakeholders.	
	SUPPORTING PROCESS PLAN		
	Configuration Management Plan	Version control using Git for source code management.	
	Verification and Validation Plan	Functional, performance, and user acceptance testing.	
	Documentation Plan	User manuals and technical documentation.	
	Quality Assurance Plan	Adhere to quality standards through code reviews and QA processes.	
	Reviews and Audits	Bi-weekly reviews with stakeholders to ensure alignment.	
	Problem Resolution Plan	Log and resolve issues efficiently using an issue tracker.	
	Subcontractor Management Plan	No subcontractors planned for this project.	
	Process Improvement Plan	Integrate feedback continuously for process improvement.	

	PROJECT SCOPE STATEMENT FOR CLASS WEBSITE DEVELOPMENT			
	PROJECT NAME	CLASS WEBSITE DEVELOPMENT		
	DATE	March 31, 2025		
	PREPARED BY	HARSHAD DHOKANE		
	PROJECT SCOPE STATEMENT			
	PROJECT OBJECTIVE	The objective of this project is to design, develop, and deploy a fully functional class website that includes a home page, syllabus page, student and teacher login portals, announcements section, and contact/helpdesk page. The project will be completed within 3 months and within the allocated budget of \$50,000.00.		
	PROJECT SCOPE DESCRIPTION	The class website will: Include essential features: Homepage with key information. Syllabus page displaying course outlines and updates. Secure student and teacher login portals. Announcement and updates section to inform users of changes. Contact/helpdesk page for queries and technical support. Offer an intuitive UI/UX design for ease of use. Ensure compatibility across multiple devices and browsers. Implement secure authentication mechanisms to protect user data.		
	DELIVERABLES	The following deliverables will be produced: Fully functional, responsive class website. Secure login portals for students and teachers. UI/UX wireframes and mockups. Database for managing website content and user data. User and technical documentation for website management. Training sessions and guides for content management.		
	IN-SCOPE ITEMS	Design and Development:	UI/UX wireframes and interface designs. Frontend and backend development. Integration of login and content management system.	
		Testing and Deployment:	Functional, performance, and security testing. Hosting and deployment on a secure server.	
		Documentation and Training:	Creation of user manuals and training resources. Conducting training sessions for educators to manage content.	
	OUT-OF-SCOPE ITEMS	Hosting and Domain Registration: Institution is responsible for acquiring the domain and hosting. Third-party Integrations: External learning tools and APIs are not included. Ongoing Maintenance and Updates: Post-deployment support is not part of this phase.		
	PROJECT TIMELINE	Phase	Start Date	End Date
		Planning & Requirements	31/03/2025	07/04/2025
		UI/UX Design	08/04/2025	21/04/2025
		Backend Development	22/04/2025	12/05/2025
		Frontend Development	13/05/2025	28/05/2025
		Testing & Debugging	29/05/2025	07/06/2025
		Final Deployment & Training	08/06/2025	15/06/2025
	ESTIMATED COST	The project is expected to be delivered within a budget of: \$50,000.00		
	RISKS AND CONSTRAINTS	Risks:	Delays in stakeholder feedback during testing. Technical challenges with ensuring multi-device compatibility. Resource unavailability due to competing institutional priorities.	
		Constraints:	Strict timeline due to academic schedule. Budgetary limits and availability of key team members.	
	ASSUMPTIONS	Necessary approvals and feedback will be provided on time. Content (syllabus, announcements) will be delivered by stakeholders. IT infrastructure will be available for deployment and security testing.		
	KEY STAKEHOLDERS	Project Sponsor: Educational Institution Management Project Manager: Harshad Dhokane Development Team: UI/UX Designers, Frontend and Backend Developers QA Team: Responsible for functional and security testing End Users: Students, Teachers, and Administrative Staff		
	Prepared By:	Harshad Dhokane	Senior Project Manager	Date: 31/03/2025

	TASK BREAKDOWN AND MILESTONES			
	Phase 1: Planning & Requirements			
	Duration: 7 days (31/03/2025 – 07/04/2025)			
	Task ID	Task Name	Duration	Dependencies
	1.1	Identify Stakeholders	2 days	None
	1.2	Define Functional Specifications	3 days	1.1
	1.3	Finalize Project Plan	2 days	1.2
	Milestone 1: Project Plan Approved (07/04/2025)			
	Phase 2: UI/UX Design			
	Duration: 14 days (08/04/2025 – 21/04/2025)			
	Task ID	Task Name	Duration	Dependencies
	2.1	Create Wireframes	5 days	1.3
	2.2	Review and Approve Wireframes	2 days	2.1
	2.3	Create Visual Designs	5 days	2.2
	2.4	UI/UX Design Sign-Off	2 days	2.3
	Milestone 2: UI/UX Design Approval (21/04/2025)			
	Phase 3: Backend Development			
	Duration: 15 days (22/04/2025 – 12/05/2025)			
	Task ID	Task Name	Duration	Dependencies
	3.1	Database Setup	5 days	2.4
	3.2	Develop Authentication System	7 days	3.1
	3.3	Backend API Development	3 days	3.2
	Milestone 3: Backend Development Complete (12/05/2025)			
	Phase 4: Frontend Development			
	Duration: 10 days (13/05/2025 – 28/05/2025)			
	Task ID	Task Name	Duration	Dependencies
	4.1	Homepage Implementation	4 days	3.3
	4.2	Student Portal Development	4 days	4.1
	4.3	Teacher Portal Development	2 days	4.2
	Milestone 4: Frontend Integration Complete (28/05/2025)			
	Phase 5: Testing & Debugging			
	Duration: 7 days (29/05/2025 – 07/06/2025)			
	Task ID	Task Name	Duration	Dependencies
	5.1	Functional Testing	4 days	4.3
	5.2	Security and Performance Testing	3 days	5.1
	Milestone 5: Testing Phase Complete (07/06/2025)			
	Phase 6: Final Deployment & Training			
	Duration: 8 days (08/06/2025 – 15/06/2025)			
	Task ID	Task Name	Duration	Dependencies
	6.1	Deploy Website to Production	3 days	5.2
	6.2	User Training and Documentation	5 days	6.1
	Milestone 6: Project Completion and Handover (15/06/2025)			

	QUALITY REQUIREMENTS AND STANDARDS			
	ID	Requirement/Standard	Description	Acceptance Criteria
	Q1	User Interface (UI)	Intuitive, easy-to-use, and responsive interface for students and teachers.	95% positive user feedback post-launch.
	Q2	Performance	Load time for all pages should be ≤ 3 seconds.	Response time under 3 seconds for 95% of requests.
	Q3	Security	Encrypted communication using SSL, secure login using password hashing.	Penetration test success rate of 99%.
	Q4	Cross-Browser Compatibility	Full functionality on Chrome, Firefox, Safari, and Edge.	100% cross-browser functionality validated.
	Q5	Mobile Responsiveness	Seamless viewing and interaction on all devices.	Pass mobile-friendly test with 90% + score.
	Q6	Authentication and Authorization	Role-based access with separate portals for students and teachers.	100% role-based access with no errors.
	Q7	Functional Accuracy	Ensure all defined features work as intended.	100% test cases pass in functional testing.
	Q8	Scalability	Support concurrent user traffic of 500+ users.	Load test with 500 concurrent users.
	Q9	Backup and Recovery	Implement automatic data backup with disaster recovery measures.	Recovery time ≤ 1 hour.
	Q10	Compliance	Compliance with GDPR and other applicable regulations.	Audit report showing 100% compliance.

	MEASUREMENT PLAN (QUALITY CONTROL AND VALIDATION)				
	Metric	Target	Measurement Method	Frequency	Responsible Team
	UI/UX Satisfaction	95% positive feedback	Post-launch survey	End of project	QA & UI/UX Team
	Page Load Speed	≤ 3 seconds per page	Performance Testing Tools	Weekly	Backend Team
	Security Audit Score	99% penetration success	Security Audit & Pen Test	Bi-Monthly	Security Analyst
	Cross-Browser Testing	100% cross-browser support	Manual and Automated Testing	End of UI phase	QA Team
	Functional Accuracy	100% test pass rate	Functional Test Reports	Weekly	QA Team
	Uptime & Availability	≥ 99.9% uptime	Monitoring System	Daily	IT Operations
	Authentication Logs	No unauthorized access	Security Monitoring	Real-time	Security Team
	Backup & Recovery Time	≤ 1 hour	Backup & Recovery Simulation	Monthly	IT Support Team

	RESPONSIBILITY ASSIGNMENT MATRIX (RAM)						
	The RACI matrix assigns roles and responsibilities for each task based on:						
	R: Responsible (Directly performs the task)						
	A: Accountable (Has final authority and approval)						
	C: Consulted (Provides input or expertise)						
	I: Informed (Kept in the loop on task progress)						
	RESPONSIBILITY ASSIGNMENT MATRIX						
	Task Name	Project Manager	UI/UX Designer	Backend Developer	Frontend Developer	QA Team	IT Support
	Identify Stakeholders	A	C	I	I	I	I
	Define Functional Specs	R	C	C	I	I	I
	Finalize Project Plan	A	I	I	I	I	I
	Create Wireframes	I	R	I	I	I	I
	Review and Approve Wireframes	A	C	I	I	I	I
	Create Visual Designs	I	R	I	I	I	I
	UI/UX Design Sign-Off	A	I	I	I	I	I
	Database Setup	I	I	R	I	I	I
	Develop Authentication System	I	I	R	I	I	I
	Backend API Development	I	I	R	I	I	I
	Homepage Implementation	I	I	I	R	I	I
	Student Portal Development	I	I	I	R	I	I
	Teacher Portal Development	I	I	I	R	I	I
	Functional Testing	I	I	I	I	R	I
	Security and Performance Testing	I	I	I	I	R	I
	Deploy Website to Production	I	I	I	I	I	R
	User Training and Documentation	I	I	I	I	R	C

	Name	Duration	Predecessor	Resource person										
	1 Class Website Development	30 days		Project Manager										
	1.1 Planning & Requirements	5 days		Project Manager;Business Analyst										
	1.1.1 Identify Stakeholders	1 day		Business Analyst;Project Manager										
	1.1.2 Define Functional Specs	2 days		Business Analyst										
	1.1.3 Approve Requirements	2 days	4	Client/Stakeholders										
	MILESTONE		5											
	1.2 UI/UX Design	7 days	5	UI/UX Designer										
	1.2.1 Create Wireframes	3 days	5	UI/UX Designer										
	1.2.2 Design Mockups	3 days	8	UI/UX Designer										
	1.2.3 Get Design Approval	1 day	9	Client/Stakeholders										
	MILESTONE		10											
	1.3 Backend Development	8 days	10;5	Backend Developer										
	1.3.1 Database Setup	3 days	10	Backend Developer										
	1.3.2 Develop Authentication	2 days	13	Backend Developer										
	1.3.3 Implement Server Logic	3 days	14;10	Backend Developer										
	MILESTONE		15											
	1.4 Frontend Development	6 days	15	Frontend Developer										
	1.4.1 Homepage Development	2 days	15	Frontend Developer										
	1.4.2 Student Portal Development	2 days	18	Frontend Developer										
	1.4.3 Teacher Portal Development	2 days	18	Frontend Developer										
	MILESTONE		20											
	1.5 Integration & Testing	5 days	20;15	QA Engineer										
	1.5.1 Functional Testing	2 days	20	QA Engineer										
	1.5.2 Security & Load Testing	2 days	23	QA Engineer										
	1.5.3 Bug Fixes	1 day	24	Backend Developer;Frontend Developer										
	MILESTONE		25											
	1.6 Deployment & Launch	4 days	25	System Administrator										
	1.6.1 Deploy Website	1 day	25	System Administrator										
	1.6.2 Final Review & Approval	2 days	28	Client/Stakeholders										
	1.6.3 Launch Website	1 day	29	System Administrator										

NAME	NAME	RBS	TYPE	MAX	E-MAIL	material	Initils	group	std rate	overtime rate	cost per use	accure at	base calender
Project Manager	Project Manager	Overall project st	Work	2.5	100		P		100/hour	54/hour	100	Prorated	Standard
Business Analyst	Business Analyst	Requirements ga	Work	2.5	100		B		80/hour	654/hour	100	Prorated	Standard
UI/UX Designer	UI/UX Designer	Wireframes, moc	Work	2	100		U		50/hour	0/hour	50	Prorated	Standard
Backend Developer	Backend Developer	Server logic, data	Work	2	100		B		50/hour	0/hour	90	Prorated	Standard
Frontend Developer	Frontend Developer	UI implementati	Work	3	100		F		60/hour	0/hour	45	Prorated	Standard
QA Engineer	QA Engineer	Functional, secur	Work	2	100		Q		60/hour	0/hour	21	Prorated	Standard
System Administrator	System Administrator	Website deploym	Work	2	100		S		80/hour	0/hour	231	Prorated	Standard
Client/Stakeholders	Client/Stakeholders	Review, approval	Work	1	100		C		70/hour	0/hour	534	Prorated	Standard