# TERMS OF REFERENCE

Travel planning and sharing online community

*SeeYourTravel.com*

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**PROBLEM/OPPORTUNITY STATEMENT**

Travel is the hottest global trend in the today's world. Billions of people travel worldwide. How could we help them enjoy choosing the routes and destinations and promote the partners' services? SeeYourTravel.com is the online travel planning and sharing community: global, convenient and cozy.

**PROJECT GOAL STATEMENT**

We aim to unite the travelers worldwide with convenient community for imagining, planning, sharing, and remembering their past and future travel experiences.

**PROJECT SCOPE**

The first stage of project should include the implementation of Web and Mobile solution for creating, reviewing and sharing the travel tracks, reviewing and sharing the photos and other media, and communication with friends sharing the passion to travels.

The staff and partners should be able to promote their services in travel planning, accommodation and leisure to attract the community members to their offerings.

Common industry rules for the security and privacy should be obeyed.

**PROJECT OBJECTIVES**

These are action-oriented statements which describe the major project components (milestones) that need to be realized in order for the project goal to be achieved.

Project objectives need to be SMART:

. Be **specific** in targeting an objective.

. Establish a **measurable** indicator(s) of progress.

. Be assignable to someone for completion.

a. Reflect what can realistically be achieved within the budgeted time and resources (**realistic**).

. State when the objective can/is to be achieved (time-based).

This section will also include the **PROJECT DELIVERABLES** or those items that will be submitted to the client including interim and final reports, presentation, etc.

**MILESTONE SCHEDULE/METHODOLOGY**

Requirements analysis,

Design,

Build,

Test,

Pilot Run

The major steps and approach required for completion (i.e. Website Development Methodology could include Requirements, Design, Build, Test, Implement).

**PROJECT CONSTRAINTS**

What are the limitations on the project, which impact the deliverables?

**SUCCESS CRITERIA**

These are key measures of successful project execution which have been solicited from the Client, the Faculty Sponsor and other project stakeholders.

In addition to overall measures of success, each project deliverable should have a corresponding measure(s) identifying successful completion.

**RESOURCE REQUIREMENTS**

This is a preliminary statement of the resources required in order to complete the project. The estimate is based on knowledge of the project to date and will likely be revised later on as the project requirements are better

understood.

It includes:

. People (how many, who, when and for how long, associated cost)

. Equipment (what pieces, when, and for how long)

. Office space

. Financial capital (if required by the project)

**PROJECT ASSUMPTIONS**

Project assumptions are those factors that we anticipate are true in order for the plan to be valid (i.e. securing people or equipment, acceptability of previously completed work). It is critical that all assumption be stated explicitly to be evaluated and accepted by the client, advisor and students.

**PROJECT RISKS**

Project risks are potential events that, if they occurred, would have a detrimental effect on the project. Risk is always evaluated by considering the combination of likelihood of occurrence and severity of the consequence. This section should also include some form of high level response for each major risk.

**CONFIDENTIALITY AGREEMENT**

In consideration for the organization’s agreement to participate in this Directed Studies, the undersigned students and engaged stakeholders, each agree that we will not disclose any information about the organization’s operation that has come to us by way of our participation in the project.

LvBS policy requires that a copy of the final report be kept in a confidential file maintained by the Department/Program Head.

Any variance from this policy will require prior written permission from the Client.

**APPROVAL BY ACADEMIC BOARD**

Signature: Signature:

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**APPROVAL BY LvBS**

Signature: Date:

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Faculty Sponsor

**AGREED BY THE STUDENTS**

Signature: Signature:

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Date: Date: