Pro Procrastinators (Term 2)

Group Contributions

Ming Wang (Project Leader) : 20 %  
Rogelyn Lontoc (Project Manager) : 16%  
Noah Pagtakhan: 16%  
Yuan-Yu Fu: 16%  
Dharmi Patel: 16%  
Evan Wong: 16%

Developing a virtual classroom Environment

Project Charter

*Assignment 1*

*(due date: September 17, 2023)*

Paul Sekhon

Instructor - COMP-1258 (241093) Object Oriented System Analysis

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| **Project Charter** | |
| Project Title: Developing a Virtual Classroom Environment | |
| Start Date: October 01, 2023 | End Date: September 31, 2024 |
| Key Schedule Milestones:   1. **Project Kickoff** – October 15, 2023 2. **Requirement Gathering and Analysis** – November 1, 2023 - December 15, 2023 3. **Prototype Development** – January 15, 2024 - March 15, 2024 4. **Testing Phase** – April 1, 2024 - June 1, 2024 5. **Training and Documentation** – June 15, 2024 - July 31, 2024 6. **Project Closure and Handover** – August 15, 2024 - September 30, 2024 | |
| Budget Information:   * Total Budget: $500,000 * Development: $300,000 * Testing: $70,000 * Training & Documentation: $50,000 * Miscellaneous & Contingencies: $80,000 | |
| Project Manager: Rogelyn Lontoc | |
| Project Objectives:   1. Develop a user-friendly virtual classroom environment that encourages interactive learning and enhances student engagement. 2. Create a platform where teachers can share educational materials and conduct assessments efficiently and effectively. 3. Ensure the security and privacy of all users. | |
| Main Project Success Criteria:   1. **Usability**: Platform should be user-friendly and easily navigable for both students and teachers. 2. **Interactivity**: Platform should support interactive learning through features like quizzes, forums, and breakout rooms. 3. **Security**: Ensure the privacy and security of user data. 4. **Adoption Rate**: Achieving an adoption rate of at least 75% in the pilot schools within the first three months of launch. | |
| Approach:  **Phase 1: Planning** - Detailing the project plan, setting objectives, and aligning resources.  **Phase 2: Development** - Designing and developing the platform based on agreed-upon requirements.  **Phase 3: Testing** - Conducting thorough testing to identify and rectify bugs and security loopholes.  **Phase 4: Deployment** - Rolling out the platform in a phased manner, starting with pilot schools.  **Phase 5: Maintenance and Support** - Providing ongoing support and regular updates based on user feedback. | |
| Roles and Responsibilities:  **Project Sponsor (Ming Wang):** Provide resources and support, make high-level decisions, and facilitate necessary approvals.  **Project Manager (Rogelyn Lontoc):** Oversee the project, ensure milestones are met, and manage the project team.  **Project Team (Noah Pagtakhan, Yuan-Yu Fu, Dharmi Patel, Evan Wong):** Responsible for executing tasks as directed by the project manager and assisting in various project phases.  **Stakeholders (Students, Teachers, School Administrations):** Participate in the testing phase by providing feedback and suggestions for improvement. | |
| Sign off (Signatures of all the above stakeholders):  **Ming Wang, Rogelyn Lontoc, Noah Pagtakhan, Yuan-Yu Fu, Dharmi Patel, Evan Wong** | |

**Project Glossary**

**A**

Adoption Rate: A metric that measures the level at which a product, technology, or service is accepted and used by users. In this project, it refers to the percentage of students and teachers actively using the new virtual classroom platform.

**B**

Breakout Rooms: Virtual rooms separate from the main virtual classroom where smaller groups of students can interact and work on group projects or discussions.

**C**

Contingencies: A provision for unforeseen events or circumstances, set aside as a part of the budget to handle potential overruns or emergencies.

**D**

Deployment: The phase where the developed platform is made available to the users for the first time, often beginning with a pilot launch in selected schools.

**M**

Milestones: Significant points in the project timeline that signify the completion of key phases or activities.

**P**

Phase: A stage in the project representing a logical subset of tasks that culminate in the completion of a major project deliverable.

Prototype Development: The creation of an initial version of the virtual classroom platform, which will be refined based on feedback and testing.

Project Charter: A formal document that officially initiates the project, outlining the project’s objectives, scope, stakeholders, and other important details.

Project Manager: The individual tasked with planning, executing, and closing the project, ensuring it meets its goals and constraints.

Project Sponsor: The person who champions the project, facilitating resources, and decision-making power.

Project Team: The group of individuals who work together to achieve the project objectives.

**R**

Requirement Gathering and Analysis: The process of collecting and analyzing the needs and specifications that the platform must meet, often involving consultations with stakeholders such as teachers and students.

**S**

Stakeholders: Individuals or groups who have an interest in the outcome of the project and can affect or be affected by the project's execution or completion.

Security: In this project, it refers to the measures in place to protect user data and privacy on the virtual classroom platform.

**T**

Testing Phase: A period where the virtual classroom platform undergoes rigorous tests to identify bugs, security loopholes, and other issues that need to be addressed before the official launch.

Training and Documentation: The process of creating manuals and guides and training end-users on how to use the new platform effectively.

**U**

Usability: A measure of how effectively, efficiently, and satisfactorily a user can interact with a user interface, such as the virtual classroom platform.