

**Project Charter**

**Camosun Innovates**

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# Executive Summary

The executive summary should be a high-level summary of what issues or problems the project was created to correct. Typically, the executive summary also provides the background information and general statements regarding the project’s purpose or justification which will be covered in more detail in the appropriate section(s) of the charter.

Camosun Innovates will be conducting a study to measure the prevalence of burnout within perioperative nursing staff, to work with nurses to identify wellness strategies, and to proactively implement and validate these strategies. To collect data for this study, we require the development of a research tool consisting of a front-end website and a back-end database.

# Project Purpose/Justification

This section describes the purpose and justification of the project in the form of business case and objectives. The business case should provide the reasoning behind the need for this project as it relates to a function of the business.

## Business Need/Case

Discuss the logic for the Business Need/Case (market demand, organizational need, customer request, technological advance, legal requirement, ecological impacts, social need, etc). This section should also include the intended effects of the business case (i.e. cost savings, process improvement, new product development, etc).

The College values its excellence of service to students, as well as collaboration of faculty and staff across the College. One of the first official encounters for new students at the College is with the enrollment system. It is essential that students do not face any unnecessary or confusing hurdles as they begin their academic careers at the College. Clarity in the enrollment process also extends to clarity in the course delivery process. An essential element of course delivery is faculty assignments to courses.

The College is proud of its outstanding reputation for teaching excellence and that it provides one of Canada's best learning experiences. To ensure that reputation continues, it is critical that faculty are not distracted by non-essential activities due to poor a course assignment and/or workload processes. To that end, the ultimate goal of the Student Enrollment Requirements (SER) project is to identify how a sustainable balance between human, financial, and environmental resources may be achieved by reducing any perceived student frustrations as well as any faculty involvement in non-essential administrative tasks. The College's "brand" (i.e. reputation) could be devalued if it is seen to not meet its commitment to excellence. It is essential that any problems in this area be identified so that action may be taken to correct them.

## Business Objectives

This section should list the Business Objectives for the project which should support the organizational strategic plan.

The business objectives for this project are in direct support of our corporate strategic plan to improve IT security and reduce costs associated with loss and waste.

# Project Description

This section provides a high-level description of the project. This description should not contain too much detail but should provide general information about what the project is, how it will be done, and what it is intended to accomplish. As the project moves forward the details will be developed, but for the project charter, high-level information is what should be provided.

The Camosun Innovates project will develop a website to assist with a study in the prevalence of burnout within perioperative nursing staff. This website will be used as a research tool during this study, and will be used to gather data and generate reports as business needs dictate.

## Project Objectives and Success Criteria

Objectives should be SMART: Specific, Measurable, Attainable, Realistic, and Time-bound. The project manager must be able to track these objectives in order to determine if the project is on the path to success. Vague, confusing, and unrealistic objectives make it difficult to measure progress and success.

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the Camosun Innovates project, the following objectives must be met within the designated time and budget allocations:

* Design and develop a secure website and secure database
* Complete documentation to allow for transition of project to another team
* Develop a report generation system that exports to Excel(\*.xlsx format)
* Develop an API to gather data from fitness wearables(Fitbit or Whoop)

## Requirements

The project team should develop a list of all high-level project requirements. These requirements are clear guidelines within which the project must conform and may be a result of input from the project sponsor, customer, stakeholders, or the project team.

This project must meet the following list of requirements in order to achieve success.

* The solution must be tested in the IT lab prior to deployment
* Solution must be implemented without disruption to operations

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

Constraints are restrictions or limitations that the project manager must deal with pertaining to people, money, time, or equipment. It is the project manager’s role to balance these constraints with available resources in order to ensure project success.

The following constraints pertain to the Camosun Innovates project:

* All security hardware and software must be compatible with our current Camosun IT platforms
* Website and Database must be hosted on a Camosun server

## Assumptions

The project team must identify the assumptions they will be working under as the project goes forward. These assumptions are what the project manager/team expect to have or be made available without anyone specifically stating so.

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments
* The purpose of this project will be communicated throughout the company prior to deployment
* The Project Sponsor will provide additional resources if necessary

## Preliminary Scope Statement

The preliminary scope statement is a general paragraph which highlights what the project will include, any high-level resource or requirement descriptions, and what will constitute completion of the project. This preliminary scope statement is exactly that: preliminary. All of this information will be expanded upon in greater detail as the project moves forward and undergoes progressive elaboration.

The Camosun Innovates project will include the design, testing, and delivery of a proof-of-concept website and backend database. All work will be done in accordance with Camosun guidelines and the requirements set out by the capstone course. All work completed will adhere to the security requirements set out by the Project Sponsor, as well as any government legal requirements. This project will be completed by August 8th, 2022, the last date of this course.

# Risks

All projects have some form of risk attached. This section should provide a list of high-level risks that the project team has determined apply to this project.

The following risks for the ISA project have been identified. The project team will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* Potential disruption to operations during solution deployment

# Project Deliverables

This section should list all of the deliverables that the customer, project sponsor, or stakeholders require upon the successful completion of the project. Every effort must be made to ensure this list includes all deliverables and project sponsor approval must be required for adding additional deliverables in order to avoid scope creep.

The following deliverables must be met upon the successful completion of the ISA project. Any changes to these deliverables must be approved by the project sponsor.

* Fully deployed intranet security solution
* Technical documentation for intranet security solution
* Recommendation list for future security considerations

# Summary Milestone Schedule

This section provides an estimated schedule of all high-level project milestones. It is understood that this is an estimate and will surely change as the project moves forward and the tasks and milestones and their associated requirements are more clearly defined.

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)**  **Week of** |
| 1. Project Start | 5/2/2022 |
| * Project Charter (draft) |  |
| 1. Agenda for Kickoff session plus question list |  |
| 1. Project Plan |  |
| 1. Use Case Report |  |
| 1. Scrum Product Backlog (User Stories) |  |
| 1. Data Flow documentation |  |
| 1. Database Design documentation (conceptual) |  |
| 1. Database Design documentation (logical) |  |
| 1. Use Case and Activity diagram (UML) documentation |  |
| 1. Project Complete |  |

# Project Approval Requirements

The organization must understand when the project has reached a successful completion. These criteria must be clear and should be accepted by whoever will sign-off on the project’s closeout. Once signed-off by the authorized person, the project is deemed approved and is successful as long as it has met all of the agreed upon requirements.

Success for the ISA project will be achieved when a fully tested intranet security solution, and all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future security considerations as we fully anticipate the necessity of this solution to evolve in order to prevent future threats. Success will be determined by the Project Sponsor, Mr. Jim Thomas, who will also authorize completion of the project.

# Authorization

This section provides the names and authorization, once signed, for the project to move forward in accordance with the information contained in this charter.

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>