Project Charter: iSchool Course Information System

### Team: TIDSIII

# Business Objectives

## Primary

The objective of our project is to increase content coverage within the information science major by reducing overlap of content between courses.

## Secondary

Meet all major project requests from our client.

# Project Objectives

* When our project is complete, the information science department will have a tool to help make more informed departmental decisions
* Our tool will provide instructors with the content that each course covers, the readings and instructional materials that have been used in the past, and the instructors that have taught each course.
* Our tool can help the department reduce redundancies between courses. It can also help instructors teaching a course for the first time build their syllabus and organize their curriculum.
* Instructors will have an easier time finding resources for writing syllabi.
* Students will benefit from decreased redundancies in coursework.
* Info Sci administration by having a clearer and more comprehensive curriculum as well as optimizing the creation of new courses
* As the home of the iSchool, University of Maryland also has a stake in the outcome of this project.

* We will be able to measure the impact of our improved system through course reviews and other forms of student and instructor feedback

# Quick N’ Dirty Risk

Size: 7

Structure: 6.5

Technology: 6

Average: 6.5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk factor | Likelihood (L, M, H) | Impact (L, M, H) | Prevent by | React by |
| Changing platform | H | M / H | Proactively evaluating difficulty of refactor | Having a backup platform with dedicated person to have previous knowledge |
| Changing requirements | H | H | Get requirements from clients in writing | Only accept new requirements if they are feasible |
| Team member becomes unavailable | L | M | Share all documents  Have at least 2 people work on each aspect of project | Redistribute project roles |

Constraints

|  |  |  |  |
| --- | --- | --- | --- |
| Constraints | Can’t move | Moves little | Negotiate |
| Time | x |  |  |
| Cost |  | x |  |
| Quality/Scope |  |  | x |

**Time - Can’t move:** Our time constraints for this project are locked due to the hard end date in December. Because of this, we will have to work diligently to meet deadlines. Additionally, some members of our group are working jobs alongside taking classes this semester. We also will be required to work around each others schedules in order to find time to work together on our project.

**Cost - Moves little:** There is no financial cost that we need to consider for this project. However, the cost of man hours need to be considered. To complete this project, we will need to designate times in our schedules to work on it. The amount of hours per week required for this project is likely to change as our requirements inevitably change.

**Quality/Scope - Negotiate**: Since our time constraints are so strict, we and our client have determined that flexibility in this constraint is likely needed. We expect our requirements to change as we work on this project. As a result, we have accepted that our end goal may not be full functionality. Instead, one of our main objectives is to build a solid database structure to act as a foundation for this project when it is picked up by developers in the future.

## Communication Plan

Beth set up a meeting for the group to meet with Kate where we discussed Kate’s wants and requirements for our system. We also discussed the variety of systems and documents she uses and we have arranged for her to give us access or copies of those to assist in our project planning. We decided we would set up standing triweekly meetings, the next one (which will include Emily) being on Oct 8th. at 11 am and will contact her through email or arrange ad-hoc meetings if we need additional communication with her. We will also set up an ad-hoc meeting with Vedat in the near future and keep lines of communication open with him about technical or less pressing matters.

## Governance and Transition Plan

Our team and Beth will determine when the project is complete along with secondary input from Vedat. Using the information we gain from Kate and Emily, we can determine the appropriate scope, cost, and constraints of the project amongst ourselves with necessary technical input from Vedat. We will document our code and resources as we develop them and consult with our clients along the way on what would be the most effective forms of additional instruction. Near the end of the semester, we will meet with our clients to present our progress and ask what they want us to prioritize for the rest of the semester and what resources will help them pick up where we left off such as development documentation, training, and suggested next steps for development.

## Scope

Initially, we were a bit too ambitious with how much we were expecting our team to accomplish in the short 3 months that we have to work on this capstone project. We originally thought that we would be able to present our client with a fully-working front end that will help her significantly with her job as per the original proposal for this assignment. After delegations among our team, Beth, and Vedat, we now expect our team to have a fully completed backend that we can pass down to a new generation of 490 students to build upon. Time allowing, we may begin constructing a front-end, but we are not adding that to any official project timeline this early on.

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