Project Charter

**ChequeMeOut**

notsirkApps

**Prepared By**

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| --- | --- |
| DOCUMENT OWNER(S) | Organization role |
| Kriston Sanders | Project Manager |

**Version Control**

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| --- | --- | --- | --- |
| Version | Date | Author(s) | Change description |
| 1.0 | 5/28/20 | Kriston Sanders | Document created, first draft |
| 1.1 | 5/29/20 | Kriston Sanders | Added implementation costs to objectives and risks |
| 1.2 | 6/5/20 | Kriston Sanders | General revisions |

**Approvals**

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| --- | --- | --- | --- |
| Version | Date | Approving party | Signature |
| 1.2 | 6/5/20 | Kriston Sanders | Kriston Sanders |

| 1.0 Project Identification | |
| --- | --- |
| **Name** | *ChequeMeOut* |
| **Description** | *Order and pay with your phone when dining out! Automatically split checks in groups. No waiting to order; no waiting for the bill; no waiting for payment processing.* |
| **Sponsor** | notsirkApps |
| **Project Manager** | Kriston Sanders |
| **Project Team Resources** | Square APIs, developers, testers |

| 2.0 Business reasons for project |
| --- |
| * Improve the dining out experience by reducing wait times/close contact, and eliminating the need to split checks * Bring in revenue through product licenses * Bolster resume with demonstration of skills * Gain/increase skills and knowledge |

| 3.0 Project OBJECTIVES (purpose) |
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| * Reduce wait times/close contact, and eliminate the need to split checks * Launch product that is fun to use and intuitive * Create product to highlight skills and impress potential employers * Be transparent about data collection/use * Accommodate transition between order/payment methods * Accommodate non-users * Low adoption cost |

| 4.0 Project Scope |
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| * Customer mobile app for ordering and payment * Business applications for accepting and tracking orders and payments * Integrate with existing payment system (Square) * Secure data transmission * Store business and transaction data with Square or independent server |

| 5.0 key Project DELIVERABLES | |
| --- | --- |
| **Name** | **Description** |
| Project charter |  |
| SRS | Software requirements and specifications |
| Design document | System architecture, UML diagrams, functionality descriptions |
| Risks/mitigations | Document potential risks (matrices), mitigations, and quality standards |
| Diner application | Mobile application for Android (iOS stubbing until testing available) |
| Terminal application | Mobile application for Android, UWP, x86 (iOS stubbing until testing available) |
| Application API | API to control data flow between applications and Square API |
| SQL database | Stores user and transaction data as well as menus |

| 6.0 Milestone dates | | |
| --- | --- | --- |
| **Item** | **Major Events / Milestones** | **Dates** |
| 1. | Project charter | Sprint 1 |
| 2. | SRS | Sprint 1 |
| 3. | Design document | Sprint 1 |
| 4. | Risks/mitigations | Sprint 1 |
| 5. | User application | August 1, 2020 |
| 6. | Business application | August 1, 2020 |

| 7.0 key ISSUEs | |
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| **Severity**  **(1-5)** | **Description** |
| 1 | Job search may reduce work hours available |
| 3 | Training may be necessary, slowing down development |
| 3 | May be called back to work before end of project |
| 1 | May be pulled away for unemployment activities |
| 4 | No Macintosh for iOS simulating |
| 4 | Limited number of devices for testing |

| 8.0 RISKS | |
| --- | --- |
| **Severity**  **(0.1-5.0)** | **Description** |
| 2.0 | Users may not be tech savvy and not embrace product |
| 1.6 | Users may be change-averse |
| 2.4 | Users may find experience less personal and interaction hindering |
| 0.6 | Battery drain of personal devices |
| 1.8 | Cost of implementation for businesses may be a deterrent to adoption |
| 3.0 | Service staff may be concerned that jobs and hours may be reduced |
| 2.4 | Business owners may be reluctant to purchase new hardware/software |

| 9.0 Project’s criteria for success (must be measurable) |
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| * 30 restaurants adopt product within six months * 1000 users in first year * Maintain 4.5 user rating during first year |

| 10.0 critical success factors |
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| * Product delivered on time, passing all tests, with no critical bugs * Time to acquire new/improve skills * Aggressive marketing campaign * Collect feedback from servers, restaurant owners, and potential users * Proper beta testing |