Care and Connections

Project Charter

**­Brandon Quigley, Paula McNutt**

Table of Contents

[Section 1. Charter Introduction 3](#_Toc378027283)

[1.1 Authorization 3](#_Toc378027284)

[Section 2. Project Overview 3](#_Toc378027285)

[2.1 Project summary 3](#_Toc378027286)

[2.2 Project scope 4](#_Toc378027287)

[2.3 Deliverables 7](#_Toc378027288)

[2.4 Project cost estimate and sources of funding 8](#_Toc378027289)

[Section 3. Project Organization 8](#_Toc378027290)

[3.1 Roles and responsibilities 8](#_Toc378027291)

[3.2 Project facilities and resources 8](#_Toc378027292)

[Section 4. Glossary and Acronyms 8](#_Toc378027293)

## Section 1. Charter Introduction

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
| 1.0 | 2014-1-11 | Brandon Quigley, Paula McNutt | Creation of the document. |
| 1.1 | 2014-1-13 | Brandon Quigley, Paula McNutt | Draft of Project Charter |
| 1.2 | 2014-1-20 | Brandon Quigley, Paula McNutt | Completion of Project Charter |

### 

### 1.1 Authorization

This Project Charter, for the creation of a NSCC Information Technology Program website has been reviewed in full and approved by the following:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Megan Moody]

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Alana Lee]

## 

## Section 2. Project Overview

### 2.1 Project summary

- Create a database application which can handle storing and retrieving client data so the client won’t need to keep records on paper, and will be able to access information as efficiently as possible.

- Develop a website for the client (separate from the database application) which provides information about the programs offered through Care and Connections.

- When both components are complete, find hosting on a server that supports ASP.NET for the application and website.

### 

### 2.2 Project scope

#### 2.2.1 Scope definition

**In Scope:**

**Database Application**

- Have functionality incorporated into the database application for outputting reports monthly/yearly with data from the database.

**NSC Monthly Report**

* Number of new clients, Number of recurring clients
* Number of people served in specific age groups
* Number of clients in each zone
* Primary concern totals (number of housing concerns etc.)
* Number of client support requests by category
* Total number of referrals counts by categories
* Number of follow ups

**PJ Monthly Report**

* Level # families totals
* # of families, children, # of families with family plans
* Referral information/referral sources
* Participation ending – reasons
* Activity summary
* Referrals (outside)

Other two program monthly reports

- Database must report “last updated” information.

- Have a place where the client can upload .pdfs on the database application, and then print them as well.

- 4 Account Logins.

* - Forms with functionality to add client info through intake form, and then modify it (Ability to add and edit Intake form)

.

**Contact Notes Form (Be able to search for by name or file #)**

Name, File #, Contact type (dropdown), Referral type (dropdown), Program (dropdown)

Re-referral (dropdown)

**NSC only**

Primary concern (dropdown)

Support Requested (dropdown)

NSC Forms (dropdown)

**PJ only**

Outside Referrals (dropdown)

PJ Form Completed (dropdown)

Ending (dropdown)

Nature of Contact (dropdown)

Family Plan (dropdown)

Unlimited Notes Area

**Intake Form**

Date, Program (dropdown), Zone (1-12), File #, Referral (dropdown), Waitlist (Yes or no), Name, Parent’s birthdays, Parent Ages, Parent genders, Marital status, Address, Phone number(s), Email

Ending (dropdown)

Nature of Contact (dropdown)

Family Plan (dropdown)

Level of Family (dropdown)

Children’s names

Birthdays

Ages

Genders

**NSC Only**

Primary concern(dropdown)

Support Requested (dropdown)

**PJ only**

Outside Referrals (dropdown)

**Employee Information Form**

Program, Name, Address, Location, Telephone Number, Cell, Email

**Website**

- Design colorful layout, include client’s logos and pictures.

- Updateable calendar page with views counter.

- About Us, Contact, Links, Program Information, and Home pages.

- Setup hosting, and move site over.

-Contact Forms to be sent to email, one corresponding to each program/ each of the four people

-About us page, which includes pictures of each staff member/a write up about them.

-Home page which has a predominant background image that has the four links on it that lead to corresponding pages for each program offered

-Include ncns.ca logo on the page-not predominantly, possibly placed on the footer

-Resources/Links page to link to various affiliates etc.

-Website title: Care and Connections

-Dropdown menus if appropriate

-4 programs: Parental Journey, Social Counseling, Prenatal, and Chip

-Contact Information

-Back to Top Links if pages are at a length that requires scrolling

-4 login accounts so that information can be updated where required.

**Out of Scope:**

- Any social media feeds on the website

- Writing website content ourselves

- Delete functionality for the database

- Technical documentation

### 2.3 Deliverables

| **Project Deliverable 1:** | **Website** |
| --- | --- |
| Description: | Care and Connections website |
| Acceptance criteria: | -Color  -Pictures (provided to us)  -Updatable Calendar (have a counter for number of visitors)  -Contact Forms to be sent to email, one corresponding to each program/ each of the four people  -Based on general layout of the website hon93.ca  -About us page, which includes pictures of each staff member/a write up about them.  -Home page which has a predominant background image that has the four links on it that lead to corresponding pages for each program offered  -Include ncns.ca logo on the page-not predominantly, possibly placed on the footer  -Include program logos for each program page (Parenting Journey, etc.)  -Resources/Links page to link to various affiliates etc.  -Website title: Care and Connections  -Dropdown menus if appropriate  -4 programs: Parental Journey, Social Counseling, Prenatal, and Chip  -Contact Information  -Back to Top Links if pages are at a length that requires scrolling  -4 login accounts so that information can be updated where required. |
| Due date: | April 14th, 2014 |
| Dependencies: | This deliverable is dependent on receiving specific content to include on the site, as well as the images and logos to be incorporated. |
| **Project Deliverable 2:** | **Database Application** |
| Description: | Database which the client can add their own client’s information to, and retrieve it. |
| Acceptance criteria: | The database has to be able to store their client’s data, and pull up their previously stored data. All data entered must have dates recorded that are associated with corresponding entries for tracking purposes, and a way of printing out a monthly report detailing an overview of activity during the month. Also an area designated for our client to upload .PDFs, where our client can retrieve them but the public side cannot.  Four login accounts to access the database. Each database will be different, but report to the same database.   * Forms with functionality to add client info through intake form, and then modify it (Ability to add and edit Intake form)   **Database Application Forms:**  Contact Notes Form (As described in Scope)  Intake Form (As described in Scope)  Employee Information Form (As described in Scope)  Monthly Reports (As described in Scope) |
| Due date: | April 14th, 2014 |
| Dependencies: | N/A |

### 

### 2.4 Project cost estimate and sources of funding

|  | **Hours** | **Wage** | **Total Cost** |  |
| --- | --- | --- | --- | --- |
| Hosting & Domain | N/A | N/A | ~$70.00 |  |
| **Totals** |  |  | ~$70.00 |  |

## 

## Section 3. Project Organization

### 3.1 Roles and responsibilities

| **Role** | **Description** | **Name/Title** |
| --- | --- | --- |
| Developer | Website and Database Application Development | Brandon Quigley |
| Developer | Website and Database Application Development | Paula McNutt |
| Clients | Provide content, advise and approve on features/design, user test during development stages | Megan Moody & Alana Lee |

### 3.2 Project facilities and resources

* Lab 308 Computers.
* Web space.
* Hard drives for file backups.
* Finances for hosting the site when it is complete.

## Section 4. Glossary and Acronyms

* HTML
* ASP.Net
* CMS