

## Abbreviated Project Charter: **Rocky Mountain College Website**

**Project Manager's name** - Sahil Verma

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### Project Milestones

When (2017)	What	Who
April 3	First meeting - Go over the project charter and clarify the scope and success criteria	Project Team
April 14 - Milestone	Complete stakeholders and online community surveys, and usability testing	Project Manager
April 28 - Milestone	Basic Website setup completed	Project Manager
May 8 - Milestone	Completed Website design implementation	Project Manager
May 24 - Milestone	Complete the CMS and blog	Project Manager
June 2 - Milestone	Complete integration for social media and SEO	Project Manager
June 20 - Milestone	Complete Website content population	Project Manager
July 11 - Milestone	Complete integration of additional features	Project Manager
July 17 - Milestone	Website Completion	Project Manager

### Project Objectives

- Development and redesign of the Rocky Mountain College Website by July, 2017. This project will save 33% of the total amount to be charged from the client.
- Easy-to-use interface that allows students, visitors and partners to complete their tasks quickly and easily regardless of the device they are using.

- Services 24 x 7 basis, easy to share and post information, representing the brand of college, strategic and nimble.
- Focus on the needs of those who visit the College, and on improving our interactions and engagement with our visitor base.
- A strategic research-based and data-driven process to gather input, define expectations, and design a consistent, user-friendly navigation framework for the website that meets the needs of all users.
- The website design and development should respond to the user's behavior and environment based on screen size, platform and orientation.
- Flexible solutions for the website should be considered as accepting website development standards, it should be easy to add new functionality over time with minimal cost.
- The layout should be simple and streamlined, allowing users to update the website and the IT should spend less time repairing the site.
- Integrating social media links and tools including the ability to comment on specific pages and/or events through social media.
- The administrative portion of the CMS shall be responsive, accessible for all content contributors, and feature a customizable interface that displays critical shortcuts
- The CMS should automatically create and update a sitemap and on-page breadcrumbs when content is added, edited, or removed from the site.
- – 24/7 access to support materials, including but not limited to: online training manuals, instructional videos, informational newsletters, request forms, online education courses, and updates through common social networking mediums.

## **Project Deliverables**

The main deliverable of this project will be a redesigned website that is based upon stakeholders and usability testing and includes social media integration, search engine optimization and responsive design.

## **A roles and responsibilities matrix**

### **Project Manager**

This is the person with authority to manage a project. This includes leading the planning and the development of all project deliverables. The project manager is responsible for managing the budget and schedule and all project management procedures (scope management, issues management, risk management, etc.).

### **Project Team**

The project team consists of the full-time and part-time resources assigned to work on the deliverables of the project. This includes the analysts, designers, programmers, etc. They are responsible for:

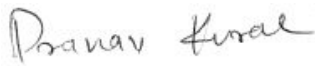
- Understanding the work to be completed
- Planning the assigned activities in more detail if needed
- Completing assigned work within the budget, timeline and quality expectations
- Informing the project manager of issues, scope changes, risk and quality concerns
- Proactively communicating status and managing expectations

#### Approval Signatures



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Harshit Sharma, Project  
Consultant



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Pranav Kural, Project  
Consultant



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Sahil Verma, Project  
Manager