Project Charter – Development of Science Olympiad Scoring System (SOSS System)

Revision History

Version#	Date	Approved by	Reason for Revision

Project Background

Instructions: In this section, a description of the project is provided. As a project manager (PM), you need to provide your understanding of the project. Provide the overall context within which the project is initiated. This section should identify the event that triggered the project (i.e., the business need), the current state, and the longer-term business strategy.

MSU's Science Olympiad utilizes manual scoring process, to address the challenges posed by this process Science Olympiad Scoring System (SOSS) project is initiated. As the competition grows in popularity and more teams participate, the limitations of the manual scoring system become progressively noticeable. The requirement for an electronic scoring system is evident to smooth out scoring, improve accuracy and enhance the overall efficiency of the Science Olympiad. The occasion setting off the task is the Spring 2025 Science Olympiad, where MSU aims to deploy the electronic scoring system. The present status involves the manual maintenance of scoresheets, hindering the efficiency of judges, teams, and organizers. The manual scoring process is turning out to be more unwieldy, leading to inefficiencies and delays. The purpose of this project is to centralize, electronic scoring system, ensure timely and accurate results, and foster the growth and accessibility of Science Olympiad competitions.
On effective deployment and validation of the electronic scoring system, there are plans to offer the SOSS system to other Science Olympiad in New Jersey for a nominal fee.

High Level Project Approach

Instructions: Provide a very high-level overview of how the project is to be structured. Remember that, at such an early stage in the project, the wording around timelines/schedules are presented as "estimated" rather than being presented as firm commitments.

The Science Olympiad Scoring System (SOSS) project will be divided into the following phases:

Phase 1: Project initiation and planning, requirement analysis, and team formation (estimated to be 1-2 months in duration).
Phase 2: Electronic scoring system design and prototyping (estimated to be 3 months in duration).
Phase 3: System implementation, testing, and event deployment (estimated to be 6-8 months in duration).
Phase 4: Post-Event evaluation, feedback, and system scaling (estimated to be 3-4 months in duration).

Business Goals

Instructions: For a commercial organization, business goals should be stated in business terms clearly tied to business benefits (benefits such as making money, satisfying customer needs, and developing a market). Business goals for organizations such as academic institutions should be stated in terms of how the project will strategically align with the goals of the organization. For example, by undertaking a specific IT project, an academic institution will be able to better serve its students, ensure faculty success, and the success of the university staff.

1. Enhance the experience for judges, head judges, and team captains by implementing a user-friendly electronic scoring system.
2. Automate the scoring process, leveraging the electronic system to minimize time and effort spent on manual scoring.
3. Give team captains easy tools for effective team management and real time updates with the scoring system.
4. Generate revenue by offering the SOSS system to other Science Olympiad organizers in New Jersey, expanding its usage and promoting collaboration within the community.

Project Objectives

Instructions: The project objectives should be a clear statement of what the project aims to achieve. It is important that the project objective is realistic, measurable, and specific.

The objective of this project is to develop and implement, by the beginning of Spring 2025, an electronic scoring system for MSU's Science Olympiad, aiming to:

- Smooth and automated scoring processes.
- Manage scores and penalties.
- Sore visibility and updates.
- Set up competitions, manage teams and events.

MSU Science Olympiad plan to offer the SOSS system to other Olympiad in New Jersey for nominal fee post spring 2025 event.

Key Success Indicators

Instructions: Here, you need to define how will you measure the project's success (after the project is complete and the software has been deployed). These indicators are essentially the desired outcomes when the project is complete. Again, these indicators need to be written in realistic and measurable manner.

- Reduction of 50% event scoring time compared to the manual process.
- Reduce scoring errors by factor of 4 post SOSS deployment.
- Reduce team captain update effort by 60-70% completion rate within the SOSS system.

High-level Requirements

Instructions: Here, you need to summarize the functions (that the software should provide) when the project is complete. Remember, these should be high-level requirements and not detailed requirements (detailed requirements are captured during the planning phase of the project)

1. *Judicial Functions:* Judges will be able to input scores, apply penalties, and manage disqualifications.
2. *Team captain's capabilities:* Team captains will be able to view team scores and update member information with head judge approval.
3. *Event Management:* Head judges will be able to set competitions, manage teams, and oversee events effectively using the electronic platform.
4. *Real time score updates:* Scores will be visible for participants, judges, and team captains during Science Olympiad.

Project Deliverables

Instructions: Here, you will list the deliverables of your project. This is a general list of documentation that is part of any software development effort. Remember, this is an initial list and not the final list of project deliverable documents.

1. *Project Charter:* Detailed project overview including goals, scope, and budget.
2. *Project Management:* This includes project schedules, timelines, resources plans, and risk assessments.
3. *System Design:* Blueprint of the SOSS system.
4. *Implemented Electronic Scoring System:* Fully developed and functional system.
5. *Testing Documentation:* Records of unit, integration, and user acceptance testing.
6. *Training:* Resources for user training sessions.
7. Plan for system deployment.
8. Regular updates on project status.

Key Stakeholders

Instructions: An initial assessment of who will be affected by this project. It is essential to identify all potential stakeholders of the project.

1. MSU Science Olympiad Organizers
2. Judges and Head Judges
3. Team Captains and Participants
4. MSU Information Technology Department
5. Project Manager and Project Team
6. MSU Administration and Decision-Makers

Budget Allocation

Instructions: Remember, at this point the budget represents an allocation and may be subject to change once planning is complete. Even though, putting the budget in charter is a common practice, it should be noted that Project Managers need to be careful that they avoid committing to a firm budget.

The SOSS project has been allocated an initial budget of $250,000 to complete the project. Additionally, a budget reserve of $50,000 has been allocated to address unforeseen challenges under the control of the Project Sponsor.

Project Priorities

Instruction: In discussion with the project sponsor, the project's priorities are defined.

- Ensure timely completion by sticking to the schedule for Spring 2025 Science Olympiad.
- Manage expenses within the allocated budget of $250,000 including a reserve of $50,000 for unexpected needs.
- Focus on developing and deploying the system on an established schedule while avoiding unnecessary additions.

Approval

Instruction: The project charter needs to be approved by the project sponsor. This approval essentially provides permission to the project manager to start planning for the project

	Signature	Date
Project Manager Name: Puja Shah		
Project Sponsor Name: **Project Sponsor Title**:		