# Project Charter

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| 1.0 Project Identification | | |
| **Name** | *Office of Research and Innovation Website Project* | |
| **Description** | *Renovation of the Office of Research and Innovation Website* | |
| **Sponsor** | Haleh Karimi | |
| **Project Manager** | Aaron White | |
| **Project Team Resources** | Louisville Modernization Team | Microsoft Azure Student Resources |

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| 2.0 Business reasons for project |
| * To make the website more appealing to modern user * Increase the level of student, researcher, industry partners, and community engagement * To better market the University of Louisville Research Initiatives. * To attract new collaboration with industry partners * To increase overall functionality of the website * To increase revenue generated by the research and innovation conducted by the University of Louisville * Improve general design and organization of the website * To increase the efficiency of the processes conducted on the website |

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| **3.0 Project OBJECTIVES (purpose)** |
| * Overall, to entirely redesign the Office of Research and Innovation * To provide a modern cutting-edge look to website * To reinforce linkages between relevant stakeholders * To improve data collection and analytics * To improve access to information |

| **4.0 Project Scope** |
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| * Setup database system to store and secure data * To implement Content Management System * Includes guidelines and policies of University of Louisville * Does include mandatory requirements laid out by the Office of Research and Innovations * Framework prototypes, and a functional site to be developed and implemented by December 2020 |

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| **5.0 key Project DELIVERABLES** | |
| **Name** | **Description** |
| Project charter | Overall roadmap outlining key components of recognition activities |
| Demo I | 50% of website development and design completed |
| Demo II | 75% of website development and design completed |
| Demo III | Functional Application |
| Demo IV | 100% of design and development completed, the product should be fully functional with all key requirements. |
| Final Prototype | To contain framework, guidelines, general information, tools, and resources for use by stakeholders, along with information on current activities/events. |
| Final Peer Review | A review team members effort and practices |

| **6.0 Milestone dates** | | |
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| **Item** | **Major Events / Milestones** | **Dates** |
| 1. | Project Charter | 09/05/2020 |
| 2. | Final ERD | 09/05/2020 |
| 3. | UX/UI Design | 09/13/2020 |
| 4. | Demo I | 10/05/2020 |
| 5. | Demo II | 10/19/2020 |
| 6. | Demo III | 10/25/2020 |
| 7. | Demo IV | 11/23/2020 |
| 8. | Final Prototype | 12/06/2020 |
| 9. | Final Peer Review | 12/06/2020 |

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| **7.0 key ISSUEs or constraints** | |
| Severity | **Description** |
|  | The Content Management System must be the same as the one provided to the Office of Research and Innovation at the University of Louisville |
|  | The website must follow the University’s brand standards |
|  | Established lead flows must be preserved |
|  | Maintain momentum and sustainability of activities |
|  | The website’s current “Good News” and “Funding” Newsletters must be maintained |
|  | The Industry Research Form must be maintained |
|  | Must adhere to all University of Louisville Polices and Guidelines |
|  | Public perceptions |

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| **8.0 RISKS** | |
| **Severity** | **Description** |
|  | Support and buy-in of framework and design from Office of Research and Innovation |
|  | Support and buy-in of framework and design from Project Sponsor |
|  | Support and buy-in of framework, design, and tools from Project Members |
|  | Implementation timelines |
|  | Availability of supporting resources |

| **9.0 Project’s criteria for success (must be measurable)** |
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| * Increase revenue generated by Research and Innovation conducted by the University of Louisville * Increase in industry partnerships * Increase in research and grant application * Increase in Office of Research & Innovation survey participation * Increased participation in the Office of Research & Innovation event activities (attendance) * Increased traffic to the website |

| **10.0 critical success factors** |
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| * Buy-in and support from project sponsor * Effective communication * Project Member collaboration * Office of Research and Innovation input into development and implementation of website * Project Member awareness of Office of Research and Innovation purpose, priorities, objectives, goals, and values * Recognition efforts need to be timely; meaningful; fair; inclusive * Activities are supportive of organizational values |

| **11.0 Signoff** |
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| Project Sponsor: Haleh Karimi  Date: 09/05/2020 |