Project Charter: Data Governance Platform Delivery

Project Name: Data Literacy Support Platform Implementation

Project Code: DGP-2025-001

Charter Date: September 2, 2025

Project Manager: [To be assigned]

Sponsor: [Chief Data Officer / IT Director]

2. Project Scope

2.1 In Scope

Core Platform Delivery:

- React-based web application with TypeScript
- Node.js/Express backend with MongoDB integration
- Complete authentication and authorization system
- Section 508 compliant user interface
- Mobile-responsive design

Data Governance Features:

- Data catalog with advanced search capabilities
- Data asset management and metadata tracking
- Policy management and governance workflows
- Data lineage visualization
- Quality metrics dashboard
- Business glossary integration

Compliance & Accessibility:

- Full Section 508 compliance implementation
- WCAG 2.0 Guidelines adherence
- GDPR data protection features
- Audit trail and documentation capabilities

Learning & Training:

- Data literacy educational modules
- Interactive learning paths
- Progress tracking and certification
- Help system and documentation

2.2 Out of Scope

- Legacy system data migration (separate project)
- Third-party system integrations (future phase)
- Custom reporting beyond standard dashboards
- Mobile native applications
- Advanced AI/ML features (future enhancement)

3. Project Objectives

3.1 Primary Objectives

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1. **Deliver Functional Platform**
- Deploy working data governance application
- Achieve 99.5% uptime reliability
- Support 100+ concurrent users

2. **Ensure Compliance**
- 100% Section 508 accessibility compliance
- GDPR data protection compliance
- Security audit readiness

3. **Enable User Adoption**
- Achieve 80%+ user adoption rate within 90 days
- User satisfaction score >4.5/5
- Complete user training program

4. **Establish Governance Foundation**
- Implement core data governance processes
- Create organizational data catalog
- Establish data quality monitoring

3.2 Success Criteria

- Platform deployed and operational
- All acceptance criteria met
- User training completed
- Documentation delivered
- Compliance certifications obtained

4. Key Deliverables

4.1 Technical Deliverables

Deliverable	Description	Due Date	Acceptance Criteria
Platform Architecture	Technical architecture document	Week 1	CTO approval
Core Application	Functional web application	Week 3	All features operational
Database Implementation	MongoDB with sample data	Week 2	Data integrity verified
Authentication System	Role-based access control	Week 2	Security testing passed
UI/UX Implementation	Section 508 compliant interface	Week 3	Accessibility audit passed
API Documentation	Complete API reference	Week 3	Developer review approved

4.2 Business Deliverables

Deliverable	Description	Due Date	Acceptance Criteria
User Training Program	Comprehensive training materials	Week 4	Training effectiveness >90%
Data Governance Policies	Organizational policies framework	Week 3	Legal review approved
Compliance Documentation	Section 508 and GDPR compliance	Week 4	Audit readiness confirmed
Business Process Documentation	Governance workflow documentation	Week 4	Stakeholder approval
Go-Live Support Plan	Production deployment strategy	Week 4	Operations team approval

5. Project Timeline

5.1 High-Level Milestones

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Milestone | Target Date | Key Activities
Project Kickoff | Week 1, Day 1 | Team assembly, requirements review
Architecture Approval | Week 1, Day 5 | Technical design sign-off
Development Complete | Week 3, Day 3 | All features implemented
Testing Complete | Week 3, Day 5 | UAT and compliance testing
Training Delivery | Week 4, Day 3 | User training completion
Go-Live | Week 4, Day 5 | Production deployment

5.2 Detailed Schedule

Week 1: Foundation

- Day 1-2: Project initiation and team setup
- Day 3-4: Requirements validation and architecture design
- Day 5: Architecture review and approval

Week 2: Core Development

- Day 1-3: Backend development and database setup
- Day 4-5: Authentication and security implementation

Week 3: Feature Implementation

- Day 1-2: Frontend development and UI implementation
- Day 3: Feature integration and testing
- Day 4-5: Accessibility compliance verification

Week 4: Deployment Preparation

- Day 1-2: User acceptance testing
- Day 3: Training delivery and documentation
- Day 4: Production deployment preparation
- Day 5: Go-live and support handover

6. Resource Requirements

6.1 Human Resources

Role | Responsibility | Time Commitment | Skills Required
Project Manager | Overall project coordination | 100% (4 weeks) | PMP, Agile, Technical PM
Lead Developer | Technical leadership and development | 100% (4 weeks) | React, Node.js, MongoDB
UX/Accessibility Specialist | Section 508 compliance | 50% (2 weeks) | WCAG 2.0, Accessibility testing
Data Governance SME | Business requirements and testing | 25% (4 weeks) | Data governance, Business analysis
DevOps Engineer | Deployment and infrastructure | 25% (2 weeks) | AWS/Cloud, CI/CD, Security

6.2 Technology Resources

- **Development Environment:** Windsurf AI-assisted development platform ($15/month)
- **Cloud Infrastructure:** AWS/Azure hosting environment
- **Database:** MongoDB Atlas or self-hosted
- **Security Tools:** Authentication and encryption services
- **Testing Tools:** Accessibility testing and security scanning

6.3 Budget Estimate

Category | Traditional Cost | AI-Assisted Cost | Savings
Development | $24,000 | $15 | $23,985

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Infrastructure | $2,000 | $500 | $1,500
Testing & QA | $5,000 | $1,000 | $4,000
Training | $3,000 | $1,000 | $2,000
Total | **$34,000** | **$2,515** | **$31,485**

7. Risk Management

7.1 High-Risk Items

Risk | Probability | Impact | Mitigation Strategy
Accessibility Compliance Failure | Medium | High | Early accessibility testing, expert review
User Adoption Resistance | Medium | High | Comprehensive training, change management
Security Vulnerabilities | Low | High | Security-first development, penetration testing
Performance Issues | Low | Medium | Load testing, performance monitoring
Scope Creep | Medium | Medium | Clear requirements, change control process

7.2 Risk Response Plan

- **Weekly risk assessment meetings**
- **Escalation procedures for high-impact risks**
- **Contingency plans for critical path activities**
- **Regular stakeholder communication on risk status**

8. Stakeholder Matrix

8.1 Key Stakeholders

Stakeholder | Role | Influence | Interest | Communication Frequency
Chief Data Officer | Executive Sponsor | High | High | Weekly
IT Director | Technical Sponsor | High | High | Bi-weekly
Data Stewards | Primary Users | Medium | High | Weekly
Compliance Officer | Compliance Reviewer | Medium | High | As needed
End Users | System Users | Low | High | Monthly
Security Team | Security Review | Medium | Medium | As needed

8.2 Communication Plan

- **Executive Dashboard:** Weekly status updates
- **Stakeholder Meetings:** Bi-weekly progress reviews
- **User Updates:** Monthly newsletters
- **Issue Escalation:** 24-hour response for critical issues

9. Quality Assurance

9.1 Quality Standards

- **Code Quality:** TypeScript strict mode, ESLint compliance
- **Accessibility:** WCAG 2.0 AA compliance, Section 508 certification
- **Security:** OWASP compliance, security audit approval
- **Performance:** <3 second page load times, 99.5% uptime
- **Usability:** >4.5/5 user satisfaction score

9.2 Testing Strategy

- **Unit Testing:** 90%+ code coverage
- **Integration Testing:** All API endpoints tested

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- **Accessibility Testing:** Automated and manual testing
- **User Acceptance Testing:** Business scenario validation
- **Performance Testing:** Load and stress testing
- **Security Testing:** Vulnerability assessment

10. Success Metrics

10.1 Technical Metrics

- **System Availability:** 99.5% uptime
- **Performance:** <3 second response times
- **Security:** Zero critical vulnerabilities
- **Accessibility:** 100% WCAG 2.0 AA compliance

10.2 Business Metrics

- **User Adoption:** 80% of target users active within 90 days
- **User Satisfaction:** >4.5/5 rating
- **Training Effectiveness:** >90% completion rate
- **Data Quality:** 95% metadata completeness

10.3 Financial Metrics

- **Cost Savings:** $31,485 vs. traditional development
- **ROI:** 1,252% return on investment
- **Time Savings:** 75% reduction in delivery timeline

11. Project Governance

11.1 Decision Authority

- **Executive Sponsor:** Budget and scope changes >$5,000
- **Project Manager:** Day-to-day decisions and resource allocation
- **Technical Lead:** Architecture and technology decisions
- **Business SME:** Business requirement clarifications

11.2 Change Control

- **Minor Changes:** Project Manager approval
- **Major Changes:** Sponsor approval required
- **Scope Changes:** Formal change request process
- **Budget Changes:** Executive sponsor approval

11.3 Reporting Structure

- **Daily:** Development team standups
- **Weekly:** Stakeholder status reports
- **Bi-weekly:** Executive dashboard updates
- **Monthly:** Comprehensive project review

12. Project Closure Criteria

12.1 Completion Criteria

- All deliverables completed and accepted

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- User acceptance testing passed
- Production deployment successful
- User training completed
- Documentation delivered and approved
- Compliance certifications obtained

12.2 Handover Requirements

- **Operations Team:** System administration procedures
- **Support Team:** User support documentation
- **Business Users:** Training materials and user guides
- **Compliance Team:** Audit documentation

13. Approval and Sign-off

13.1 Charter Approval

Role | Name | Signature | Date
Executive Sponsor | [CDO Name] | _____ | _____
Project Manager | [PM Name] | _____ | _____
Technical Lead | [Tech Lead Name] | _____ | _____
Business SME | [SME Name] | _____ | _____

13.2 Charter Version Control

- **Version 1.0:** Initial charter creation - September 2, 2025
- **Version 1.1:** [Future revisions as needed]

Document Classification: Internal Use

Next Review Date: September 9, 2025

Document Owner: Project Manager

This project charter serves as the formal authorization to proceed with the Data Governance Platform delivery project and establishes the foundation for successful project execution.

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9/2/2025