# CS 250 Agile Project Charter Template

**Travel Booking Site**

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| Business Case/Vision:(Value to attain) | Help SNHU travel expand their presence and feel by providing a trendy and niche travel site for their customers. |
| Mission Statement:*(Result to accomplish)* | Create a travel-booking software product. |
| Project Team:*(Team members and roles)* | Christy, Product Owner  Ron, Scrum Master  Brian, Tester/Team Member  Nicky, Developer/Team Member |
| Success Criteria: | Start date: Nov. 14th  Expected completion date: December 19th  Final deliverable: December 12th  Key project objectives: Implement travel site before holiday season starts to meet customer deadline |
| Key Project Risks: | 1. Timeliness, finish travel site in < 5 weeks to meet customer deadline |
| Rules of Behavior:*(Values and principles)* | 1. All team members will always treat each other with respect 2. Constructive feedback is a valuable part of our success so we will not take offense and all team members will ensure all feedback is provided in a constructive manner 3. Open communication among the team is always welcomed and valued 4. We will recognize and celebrate all individual and team accomplishments 5. All personal cell phones will be turned off prior to beginning any of our meetings or discussions 6. We will accept responsibility and be accountable for our actions 7. We will give consideration to whomever is speaking and avoid sidebars or speaking over one another 8. We will work collaboratively when possible and use a consensus approach when making team decisions |
| Communication Guidelines:*(Scrum ceremonies and rules)* | 1. We will hold regular daily meetings in the team room at 9am each workday 2. We will make every effort to attend all scheduled meetings in person (exceptions being scheduled and/or sick leave) 3. We will update our tasks on the Kanban board each workday morning before 9am 4. Meeting minutes will be sent out within 24 hours of each meeting 5. The responsibility for meeting scribe will be shared by all team members on a rotating basis 6. If a meeting must be cancelled or additional meetings are required, the Product Owner will send out notifications as early as possible 7. All team members are expected to be on time for all meetings |