**Lively Leopards**

**Project Charter**

**Document Control**

Document History

|  |  |  |
| --- | --- | --- |
| **Version** | **Issue Date** | **Changes** |
| *[1.0]* | *[09/10/2023]* | *[Draft]* |
| *[2.0]* | *[09/17/2023]* | *[Final PC]* |
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# Executive Summary

The men's basketball team at the University of Louisville is starting a digital transformation journey to replace its outdated paper- and Excel-based training management system with a thorough, secure, and user-friendly web-based platform. All training, performance, and medical data will be centralized as part of this project, which will streamline operations, improve data-driven decision-making, and boost team performance.

# Project Definition

## Vision

This project creates a website to display and accept all the information for the UofL Men’s Basketball Team. This includes roster, schedules, statistics, health information, and much more. It also allows the authorized users to continuously edit, delete, and create new information. The database is also able to be adjusted for future use and is ADA compliant

## Objectives

Business Objectives

* To build a website that enables coaches to better understand data.
* To build a website that increases data input efficiency.

Technology Objectives

* To create a website that can be accessed at any time but remains secure.
* To create a website that can be constantly edited with a record of all changes.
* To create a website that’s capacity can be increased or decreased.
* To create a website that meets compliances.

## Scope

Define the scope of the project in terms of the business:

* University of Louisville’s Men’s Basketball team and Louisville Athletics department will be affected by the database program that is set to be implemented
* The process of storing and changing player statistics related to their physical health will become more secured and organized.
* The date in which the program will be implemented is TBD, but it will surely be after our deadline this semester.
* The success and improvement of players will hopefully be positively impacted by the database software.
* Their current process of storing information will be removed and replaced by our program.
* The type of technology implemented will be determined by the team as we are solely launching the database. The other technology utilized to acquire the information is not within our decision-making and is solely determined by the basketball team and their administration.
* The Basketball team will hopefully see improvement within their team and will grow to become a better team.

## Deliverables

|  |  |  |
| --- | --- | --- |
| **Item** | **Components©** | **Description** |
| Functional Requirements | * General Requirements * Data Input Requirements * Home Page Requirements * Roster Page Requirements * Schedule Page Requirements * Statistics Page Requirements * Strength Training Tab Requirements * Medical Tab Requirements * Nutrition Tab Requirements * Practice Data Tab Requirements * Comparisons Tab Requirements * Guidelines Page Requirements | * Functional Requirements are features that enable the users to interact with the website. These requirements are the established needs and wants with the user |
| Non-Functional Requirements | * Performance Requirements * Security Requirements * Accessibility Requirements * Reliability Requirements * Usability Requirements * Scalability Requirements | * Non-Functional Requirements art things that enhance user experience and are necessary for the website to run in a technical aspect |

# 

# Project Organisation

## Customers

|  |  |
| --- | --- |
| **Position** | **Name©** |
| *Head Coach* | *Kenny Payne* |
| *Assistant Coaches* | *Danny Manning, Nolan Smith, Josh Jamieson* |
| *Director of Analytics* | *Gabe Snider* |
| *Chief of Staff* | *Justin Perez* |
| *Director of Player Development* | *Milt Wagner* |
| *Director of Sports Medicine* | *Devante Frazier* |
| *Head of Strength and Conditioning Coach* | *Adam Petway* |
| *Associate Director of Sports Nutrition* | *Tiffany White* |

## Stakeholders

|  |  |
| --- | --- |
| **Stakeholder©** | **Interested in** |
| *Kenny Payne* | *Alignment with statistical data being complete and accurate* |
| *Danny Manning, Nolan Smith, Josh Jamieson* | *Alignment with statistical data being complete and accurate* |
| *Gabe Snider* | *Alignment with data and comparisons being complete and accurate* |
| *Justin Perez* | *Alignment with coaches and directors needs and wants* |
| *Milt Wagner* | *Alignment with player data being complete and accurate* |
| *Devante Frazier* | *Alignment with player medical data being complete and accurate* |
| *Adam Petway* | *Alignment with strength and conditioning data being complete and accurate* |
| *Tiffany White* | *Alignment with nutrition’s data being complete and accurate* |

## Roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Organisation©** | **Resource Name** | **Assignment Status** | **Assignment Date** |
| *Sponsor* | *UofL Men’s Basketball Team* | *Justin Perez* | *Assigned* | *08/21/2023* |
| *Project Manager* | *UofL College of Business CIS 420* | *Professor Chrisman* | *Assigned* | *08/21/2023* |
| *Team Member* | *UofL College of Business : CIS 420* | *Lively Leopards* | *Assigned* | *08/21/2023* |

## Responsibilities

**Project Sponsor**

Key responsibilities include:

* Defines project requirements.
* Details expectations.
* Reviews project status when large milestones are complete.
* Reviewing each groups creation and selecting best option.

**Project Review Group**

Key responsibilities include:

**Project Manager**

* Reviewing weekly team minutes
* Evaluating team progress.
* Ensuring deliverables and milestones are met on time.
* The final project will reach the Project Sponsor.
* Communicating milestones and due date

**Project Team Member**

Key responsibilities include:

* Making sure team minutes are complete, though, and accurate.
* Turning in necessary documents to Project Manager for review.
* Making sure incomplete items get completed in a timely manner.
* Organizing and creating documents when necessary.
* Delegating task.

## Structure

Organization Chart:

A diagram of a team

Description automatically generated

# Project Plan

## Approach

Describe the approach to be taken to implement each of the phases within the project.

|  |  |
| --- | --- |
| **Phase** | **Approach©** |
| Outlining | Understanding the general aspect of the project |
| Planning | Defining the specifics of the project and deliverables |
| Implementation | The creation of the project |
| Closure | Handing it over to the stakeholders |

## Overall Plan

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**Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date©** | **Description** |
| *Demo One* | *10/23/2023* | *50% of the project must be completed at this point* |
| *Demo Two* | *11/27/2023* | *75% must be completed at this point* |
| *Final Demo* | *12/02/2023* | *100% of the project must be completed at this point* |
|  |  |  |

**Dependencies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Activity** | **Impacts on** | **Impacted on by** | **Criticality©** | **Date** |
| *Requirement Gathering* | *System Design, Development* | *Stakeholder Input* | *High* | *09/17/2023* |
| *System Design* | *Development, Testing* | *Requirement Gathering* | *High* | *09/17/2023* |
| *Database Setup* | *Development, Testing* | *System Design* | *High* | *09/17/2023* |
| *Development of Roster Management Module* | *Deployment, Testing* | *System Design, Database Setup* | *High* | *09/17/2023* |
| *Development of Schedule Creation Module* | *Testing, Deployment* | *System Design, Database Setup* | *High* | *09/17/2023* |
| *Development of Real-Time Statistics Module* | *Testing, Deployment* | *System Design, Database Setup* | *High* | *09/17/2023* |
| *Development of Medical Records Module* | *Testing, Deployment* | *System Design, Legal Advisors* | *High* | *09/17/2023* |
| *Security Implementation* | *Deployment, Users Training* | *Legal Advisors* | *High* | *09/17/2023* |
| *UAT* | *Deployment* | *All Development modules* | *High* | *09/17/2023* |
| *Deployment* | *User Training, Handover* | *UAT, Security Implementation* | *High* | *09/17/2023* |
| *User Training* | *Project Handover* | *Deployment* | *Medium* | *09/17/2023* |
| *Project Handover* | *Maintenance* | *User Training* | *Medium* | *09/17/2023* |
| *Maintenace* | *None* | *Project handover* | *Low* | *09/17/2023* |

## Resource Plan

|  |  |  |  |
| --- | --- | --- | --- |
| ***Role*** | ***Start Date*** | ***End Date*** | ***% Effort*** |
| *Ashley Aguilera* | *08/21/2023* | *12/y/2023* | *20%* |
| *Michelle Green* | *08/21/2023* | *12//2023* | *20%* |
| *Andrew Kash* | *08/21/2023* | *12//2023* | *20%* |
| *Nhan Nguyen* | *08/21/2023* | *12//2023* | *20%* |
| *Dante Roberts* | *08/21/2023* | *12//2023* | *20%* |

## Financial Plan

|  |  |  |
| --- | --- | --- |
| **Category** | **Cost©** | **Value** |
| People | * Training courses * Additional Personnel | *TBA* |
| Physical | * Equipment and materials * Tools | *TBA* |
| Organisational | * Short-term loss in productivity | *TBA* |

## Quality Plan

|  |  |
| --- | --- |
| **Process©** | **Description** |
| Quality Management | *Ways to measure quality such as* |
| Change Management | *Changes will be noted using version control. As documents are updated a copy will be created to save the old version.* |
| Risk Management | *The riskiest task will be handled as soon as possible. Plans are established to mitigate the risk.* |
| Issue Management | *Issues that may arise are noted and possible solutions are already in place.* |
| Configuration Management | *The choice of software is made and never changed* |
| Document Management | *A Microsoft Teams is used to manage and organize documents* |
| Acceptance Management | *Demos are presented to stakeholder to verify acceptance* |
| Procurement Management | *Formal handover is completed at the end of the project* |
| Financial Management | *Budget is understood during planning and factored in before and after creation* |
| Project Reporting | *Dates required by Project Manager will be met to stay on track.* |
| Project Communications | *Team members use a GroupMe to stay in constant contact with each other.* |

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# Project Considerations

## Risks

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Likelihood** | **Impact©** | **Mitigating Actions** |
| Inability to meet the deadline in the specified timeframe | Low | Very High | We will have to plan according and adjust our plans to make sure we meet the deadline. |

## Issues

|  |  |  |
| --- | --- | --- |
| **Description©** | **Priority** | **Resolution Actions** |
| TBD, we currently do not have any issues present |  |  |
|  |  |  |

## Assumptions

* There will be no changes in the UofL Men’s Basketball Teams requirements
* The budget is limited and cannot be altered by too much

## Constraints

* A very strict time frame to when the project must be completed
* A limited budget

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# Appendix

## Supporting Documentation