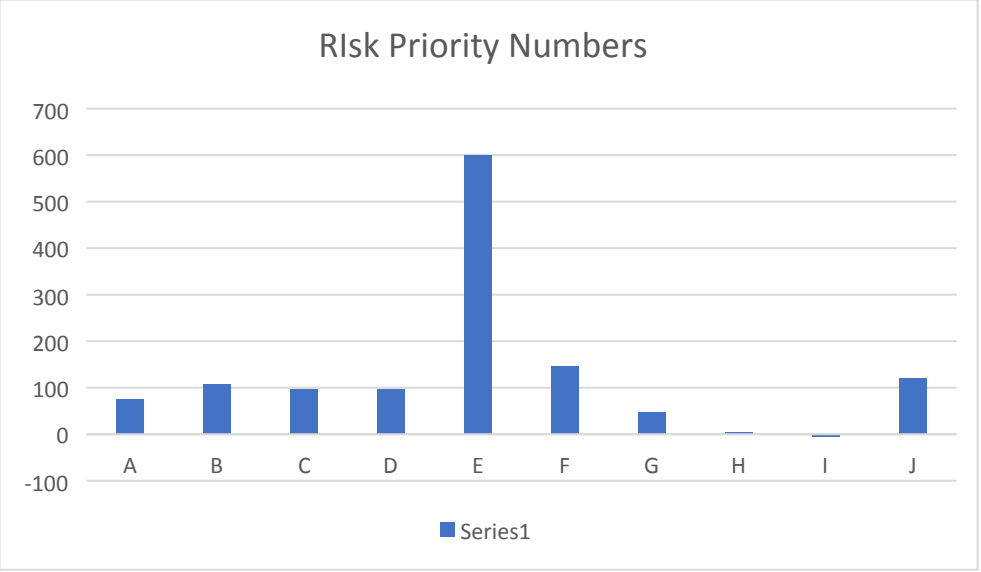
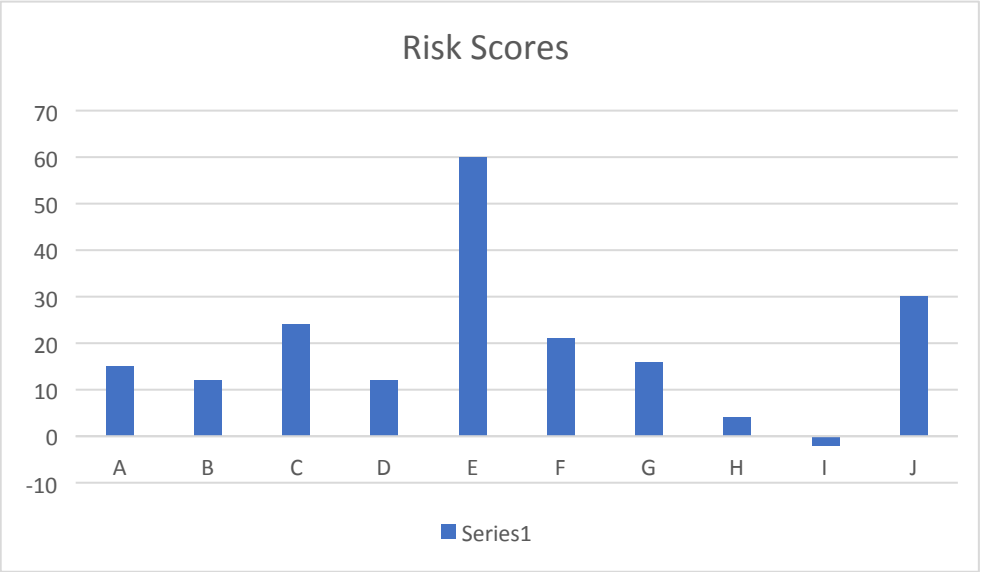


Project Charter			
Project Name	AssureTech Verification System	Project #	VerificationSystem-VS1-0001
Project Date	11/16/2023	Project Type	Quality Assurance and Verification System Development
Project manager	Chase Wilson	Sponsor	AssureTech
Project Team	Name	Role	
	Shasha Sami	Software Development	
	William Chang	UI/UX Design	
	Uchechi Unamma	Quality Assurance/ Software Testing	
	Ethan Garr	Finance	
	Leonardo Silva	Legal and Compliance	
Stakeholders	Project Sponsor, Quality Assurance Team, Development Team, Regulatory Compliance Team, Customer Support Team		
Project Management Approach	This project will adopt a hybrid project management approach, combining elements of both Agile and Waterfall methodologies to optimize efficiency and adaptability. The hybrid model aims to leverage the structured planning and comprehensive documentation inherent in the Waterfall method, ensuring clarity in project scope, objectives, and constraints. Simultaneously, Agile principles will be incorporated to enhance flexibility, foster continuous collaboration, and enable incremental development cycles. This approach enables iterative reviews and adjustments, allowing the project team to respond swiftly to changing requirements or emerging insights while maintaining the benefits of a well-defined project structure. The hybrid model seeks to strike a balance between predictability and adaptability, aligning with AssureTech's goals for a dynamic and efficient software development process.		
Business Case	The AssureTech Verification System project is initiated to develop and implement a cutting-edge verification software, enhancing quality assurance processes for AssureTech. This strategic investment is driven by the need to streamline testing, improve defect identification, and establish a robust foundation for software releases. By incorporating innovative verification tools and methodologies, we anticipate improved software reliability and increased customer satisfaction.		
Objectives	The AssureTech Software Verification System project aims to revolutionize software quality assurance. By automating verification processes and optimizing the software development life cycle, the project ensures high-quality, secure software delivery. Key objectives include seamless integration, risk mitigation, and user-centric design, establishing AssureTech as a leader in software verification.		
Scope	In Scope	Out of Scope	
	1. <b>Module Development:</b> Design and develop individual modules of the Verification System, including user interfaces, data storage, and communication protocols.	1. <b>Hardware Procurement:</b> The project does not involve the procurement or configuration of additional hardware components. Existing infrastructure is assumed to meet system requirements.	
	2. <b>Scalability Considerations:</b> Implement scalable architecture to accommodate future expansions, ensuring the Verification System's effectiveness as the company grows.	2. <b>Third-Party Software Licensing:</b> Licensing negotiations or procurement for third-party software tools unrelated to the core Verification System functionality are not within the scope.	
	3. <b>Integration Testing:</b> Conduct thorough integration testing to ensure seamless interaction between the Verification System and existing development tools and platforms.	3. <b>Software Development Life Cycle (SDLC) Redesign:</b> Redesigning the entire SDLC is beyond the scope of this project. The focus is on the Verification System's integration into the existing SDLC.	
	4. <b>Performance Metrics Implementation:</b> Incorporate performance metrics within the Verification System to track testing efficiency, defect identification rates, and overall system performance.	4. <b>Legacy System Migration:</b> Migration of data or processes from legacy systems to the new Verification System is not included in the project scope.	
	5. <b>User Training and Support:</b> Develop comprehensive training materials and conduct workshops for both development and testing teams, as well as establish ongoing support mechanisms, including a dedicated helpdesk for user queries and issues.	5. <b>Infrastructure Upgrades:</b> Major upgrades or overhauls to the existing IT infrastructure are not part of the project scope, assuming the current infrastructure can support the Verification System.	
Deliverables	Deliverable	Due Date	
	1. AssureTech System Requirements Document and Module Release Planning	Monday, December 4, 2023	
	2. Software Architecture Design	Tuesday, December 12, 2023	
	3. Verification Algorithm Implementation	Monday, January 15, 2024	
	4. AssureTech User Acceptance Testing (UAT)	Wednesday, February 21, 2024	
	5. Software Release Version 1.0	Monday, March 11, 2024	
Flexibility matrix	Scope	Medium Flexibility	
	Schedule	High Flexibility	
	Cost	Low Flexibility	
Key considerations	Assumptions & Constraints	Risks	
		Category	Risk Description
	1. <b>Resource Availability:</b> <ul style="list-style-type: none"><li>Assumption: Adequate human resources will be available for the project, including developers, testers, and support staff.</li><li>Constraint: Resource constraints may arise due to unforeseen events, affecting project timelines.</li></ul>	Technology Risk	Unavailability or inadequacy of required testing environments.
	2. <b>Technology Compatibility:</b> <ul style="list-style-type: none"><li>Assumption: The Verification System will seamlessly integrate with existing technologies and tools.</li><li>Constraint: Compatibility issues may arise with certain legacy systems or outdated software.</li></ul>	Personnel Risk	Scope Creep: Continuous changes or additions to project requirements.
	3. <b>Stakeholder Availability:</b> <ul style="list-style-type: none"><li>Assumption: Key stakeholders will be available for regular feedback and decision-making.</li><li>Constraint: Unavailability of stakeholders may lead to delays in project milestones.</li></ul>	Personnel Risk	Resource Attrition: Key team members leaving the project.
	4. <b>Budget Constraints:</b> <ul style="list-style-type: none"><li>Assumption: The project budget is sufficient for development, testing, and implementation.</li><li>Constraint: Any budgetary constraints may impact the project scope or timeline.</li></ul>	Personnel Risk	Budget Overrun: Exceeding allocated project budget.
Financial Overview	Project Budget: \$55,000		
	AVS Application Integration: \$5,000		
	Revenue Increase: Anticipated 20% post AVS(AssureTech Verification System) App Version 1.0 Release		
Success criteria	1. <b>System Reliability:</b> The Verification System consistently performs without critical errors or system failures.		
	2. <b>Bug Detection Rate:</b> An improvement in the rate of detecting software defects, contributing to enhanced product quality.		
	3. <b>Training Effectiveness:</b> The training program effectively equips users with the knowledge to navigate and utilize the Verification System.		
	4. <b>User Adoption:</b> A high level of user acceptance and satisfaction is achieved among development and testing teams.		
	5. <b>Timely Project Completion:</b> Adherence to project timelines and delivery within the agreed-upon schedule.		
Sponsor	Signatures		
	Signature		
	Printed name		
	Date		
Project Manager	Signature		
	Printed name		
	Date		

Risk Management													Risk ID
Date Initiated	Category	Description	Likelihood	Impact	Cost	Schedule Delay	Probabilty	Weighted Cost	Expected Delay	Responsible Person	Update(s) date(s)	Updated by	
11/10/2023	Equipment	Computers get virus	Medium	Schedule delay, Increased Cost	30000	7	25	7500	1.75	Uchechi Unamma	11/12/2023	Uchechi Unamma	A
11/10/2023	Employee	Unexpected hospitalization	Low	Schedule delay,	50000	7	10	5000	0.7	Shasha Sami	11/13/2023	Shasha Sami	B
11/10/2023	Employee	Employee departure/churn	Medium	Schedule delay, Increased training cost	100000	30	30	30000	9	Ethan Garr	11/15/2023	Ethan Garr	C
11/10/2023	Utility	Office Power Issues	Medium	Schedule delay	10000	7	20	2000	1.4	Shasha Sami	11/13/2023	Shasha Sami	D
11/10/2023	Software	Unexpected Bugginess	High	Schedule delay, Increased Cost	25000	14	70	17500	9.8	William Chang	11/12/2023	William Chang	E
11/29/2023	Security	Cybersecurity breach	Low	Schedule delay, Increased Cost	60000	17	10	6000	1.7	Uchechi Unamma	11/30/2023	Uchechi Unamma	F
11/29/2023	Financing	Loss of capital	Low	Schedule delay, possible termination	the project	indefinite	1	1% project value	1% of duration	Manager?	12/1/2023	Manager?	G
11/29/2023	Financing	Buyout by major tech firm	Low	Improved profitability, schedule delay	-10000	14	15	-1500	2.1	Ethan Garr	12/5/2023	Ethan Garr	H
11/29/2023	Equipment	Major advancement in AI codewriting ability	Low	Reduced need for employees, schedule acceleration, decreased cost	-200000	-21	5	-10000	-1.05	William Chang	12/1/2023	William Chang	I
11/29/2023	Firm	Lawsuit	Medium	Schedule delay, Increased Cost	70000	14	20	14000	2.8	Leo	12/4/2023	Leo	J

Value	Occurence of risk	Schedule Outcome	Cost outcome	Scope outcome	Performance outcome	Detection of Risk
10	Nearly inevitable	Cancellation of the project	Destruction of all project value	Unacceptable change, project cancelled	Project is completely unable to perform	Nearly undetectable
9	Extremely likely	Near catastrophic schedule delay	Destruction of 75-90% of value	Extreme scope change	Near catastrophic performance decrease	Very difficult to detect
8	Very likley	Major schedule delay	Destruction of 60-75% of value	Major scope change	Major performance decrease	Difficult to detect
7	Likely	Problematic schedule delay	Destruction of 50-60% of value	Large scope change	Large performance decrease	Few warning signs
6	More likely than not	Significant schedule delay	Destruction of 40-50% of value	Moderate scope change	Significant performance decrease	Occasional warning signs
5	Could happen	Schedule delayed moderately	Destruction of 30-40% of value	Significant scope change	Moderate performance decrease	Some warning signs
4	Unlikely	Some schedule delay	Destruction of 20-30% of value	Some scope change	Some performance decrease	Increasing warning signs
3	Very unlikely	Little schedule change	Destruction of 10-20% of value	Small scope change	Small performance decrease	Many warning signs
2	Extremely unlikely	Very small schedule change	Destruction of 1-10% of value	Minimal scope change	Barely noteworthy performance decrease	Obvious warning signs
1	Almost impossible	Imperceptible schedule change	Little to no value destruction	Neglible scope change	Performance almost entirely unaffected	Has many obvious warning signs

Risk ID	Description	Occurence	Outcome	Detection	Risk Score	Risk Priority Number
A	Computers get virus		5	3	5	15
B	Unexpected hospitalization		3	4	9	12
C	Employee departure/churn		6	4	4	24
D	Office Power Issues		4	3	8	12
E	Unexpected Bugginess		10	6	10	60
F	Cybersecurity breach		3	7	7	21
G	Loss of capital		2	8	3	16
H	Buyout by major tech firm		2	2	1	4
I	Major advancement in AI codewriting ability		1	-2	2	-2
J	Lawsuit		5	6	4	30



Issues Log Tracker									
ID	Issue Owner	Issue Description	Issue Category	Issue Type	Priority	Status	Date Identified	Date Resolution Required	Date of Resolution
1	Ethan Garr	New intern's work schedule not assigned	Schedule	HR	Low	Open	11/1/2023	12/31/2023	N/A
2	Uchechi Unamma	Cost of goods for new hardware	Cost	Finance	Medium	Open	11/9/2023	11/30/2023	N/A
3	Sasha Sami	Server #4 went offline over the weekend	Hardware	IT	High	In Progress	10/21/2023	11/24/2023	N/A
4	William Chang	Delayed social media post on Friday	Promotion	Marketing	Critical	In Progress	10/20/2023	11/16/2023	N/A
5	Ethan Garr	New laptop for intern	Resources	Operations	High	Resolved	9/25/2023	N/A	9/29/2023
6	Uchechi Unamma	Onboarding training for new intern	Onboarding	HR	Low	Open	8/16/2023	12/31/2023	N/A
7	Sasha Sami	NDA for new vendor signature required	Legal	Finance	Medium	Open	10/3/2023	11/30/2023	N/A
8	William Chang	Slow login process for customers reported over the weekend	Software	IT	High	In Progress	11/4/2023	11/24/2023	N/A
9	Ethan Garr	Get status update from marketing on new ABM Campaign	Advertisement	Marketing	Critical	In Progress	11/9/2023	11/16/2023	N/A
10	Uchechi Unamma	Office shipping issues with FedEx	Resources	Operations	High	Resolved	11/2/2023	N/A	11/3/2023

Communication Management					
Artifact	Purpose	Frequency	Medium	Stakeholders	Host
Project kick off	To establish common goals and the purpose of the project and creating a project plan	Beginning of project	Live Meeting	Project Manager, stakeholder and Project team	Project Manager
Sprint planning	To lay out the work to be performed in the sprint and also set duration of each sprint with task assignment for each developer	Beginning of project	Live Meeting	Scrum Master and project team	Scrum Master
Meeting with stakeholders and BAs	To revise the scope and make sure all requirements are captured before development begins	As needed	Live Meeting	All stakeholders	Project Manager
Daily scrum	meeting to discuss progress and provide update on work done the previous day and resolve any blockers	Daily	Video Conference	Project manager and Project Team	Scrum Master
Change Request	To request changes to project scope	As needed	Email and Phone call	Project Manager and stakeholders	Project Manager
Sprint Retrospective	To review the completed sprint and record lessons- learned and opportunities of improvement	On sprint conclusion	Live Meeting	Scrum Master and project team	Project Manager
BA feature request	For BAs to request for new features from development team	As needed	Video Conference	Project Manager,Development Team,BA stakeholders, Product Owner	Project Manager
Pre Go-Live Standup meeting	For project manager and development team to plan go live actions and rollback plan in case of failure	Ending of project and before release	Video Conference	Manager,Development Team,BA stakeholders, Product Owner	Project Manager
QA Standup	For QA team to provide their feedback on issues and resolutions	As needed	Live Meeting	QA Lead, Scrum Master	QA Lead
Sprint Review	To get feedback on past sprint and strategise on becoming more effective	End of Sprint	Live Meeting	Scrum Master and project team	Scrum Master

## Stakeholder Management Plan

Name	Role	Influence	Risk Tolerance	Impact
Shasha Sami	President and CEO	3	5	9
William Chang	Customer Support Lead	5	8	4
Uchechi Unamma	QA Lead	7	3	6
Ethan Garr	Compliance Lead	7	7	6
Leonardo Silva	Development Lead	10	4	10
Chase Wilson	Project Sponsor	9	2	9

# Change Management Plan

[illegible]

## Budget By Phase

Project:	AssureTech Verification System		Project Sponsor:	Assure Tech		
Project Manager:	Chase Wilson		Last Updated:	3/11/2024		
Costs						
	Baseline 1		Baseline 2		Baseline 3	
Phase	Cost	Critical Path Duration (Days)	Cost	Critical Path Duration (Days)	Cost	Critical Path Duration (Days)
Requirements & Document Signoff						
Plan Management	\$ 7,584.00	11	\$ 8,114.00	11	\$ 8,114.00	11
Stakeholders	\$ 1,408.00	2	\$ 1,968.00	2	\$ 1,968.00	2
Design Views & UML						
Visualize Software design and graphics	\$ 1,512.00	3	\$ 1,512.00	3	\$ 1,512.00	3
User Flow Diagram	\$ 1,512.00	4	\$ 1,512.00	4	\$ 1,512.00	4
Coding and Implementation						
Setup core API base	\$ 6,056.00	9	\$ 6,056.00	9	\$ 6,056.00	9
API Implementation	\$ 3,152.00	5	\$ 3,152.00	5	\$ 3,152.00	5
API Setup	\$ 2,128.00	3	\$ 2,128.00	3	\$ 2,128.00	3
QA						
Backend Integration Module	\$ 2,120.00	5	\$ 2,120.00	5	\$ 2,720.00	5
User Management Module	\$ 6,128.00	5	\$ 6,128.00	5	\$ 6,128.00	5
Deployment						
Define Strategy	\$ 1,272.00	3	\$ 1,272.00	3	\$ 1,272.00	3
Develop Plan	\$ 2,552.00	3	\$ 2,552.00	3	\$ 2,552.00	3
Obtain Resources	\$ 560.00	2	\$ 560.00	2	\$ 560.00	2
Dry-run Activities	\$ 3,312.00	6	\$ 3,312.00	6	\$ 3,312.00	6
Pre Production	\$ 1,624.00	7	\$ 1,624.00	7	\$ 1,624.00	7
Production	\$ 1,024.00	3	\$ 1,024.00	3	\$ 1,024.00	3
Post Activities	\$ 4,096.00	8	\$ 4,096.00	8	\$ 4,096.00	8
Sub-total Cost	\$ 46,040.00	79	\$ 47,130.00	79	\$ 47,730.00	79
Contingency	\$ 5,000.00	7	\$ 5,000.00	7	\$ 5,000.00	7
Total Costs	\$ 51,040.00	86	\$ 52,130.00	86	\$ 52,730.00	86



Status Report #1			
Project: AssureTech		12/7/2023	
Baseline #	1		
Project % Complete	0.142857143		
Overall Project Health (G Y R)	G		
Variance Report	Slightly behind schedule. \$560 of contingency used.		
Earned Value Management Metrics			
Earned Value (EV)	\$ 8,851.20		
Actual Cost (AC)	9552		
Scheduled Performance Index (SPI)	0.984341637		
Cost Performance Index (CPI)	0.926633166		
Project Cost by Phase	Budgeted / Planned	Actual to Date	% Complete
Plan Management	\$ 7,584.00	7584	100
Stakeholders	\$ 1,408.00	1968	90
Project Reserves Breakdown	Budget / Planned	Actual to Date	% Complete
Contingency Reserve	\$ 5,000.00	\$ 560.00	

Earned      Planned

Status Report #2			
Project: AssureTech Verification System		12/7/2023	
Baseline #	3		
Project % Complete	0.442857143		
Overall Project Health (G Y R)	G		
Variance Report	A little more over budget and behind schedule. Contingency still looking good.		
Earned Value Management Metrics			
Earned Value (EV)	\$ 24,412.00		
Actual Cost (AC)	\$ 25,272.00		
Scheduled Performance Index (SPI)	0.958385678		
Cost Performance Index (CPI)	0.965970244		
Project Cost by Phase	Budgeted / Planned	Actual to Date	% Complete
Plan Management	\$ 7,584.00	\$ 7,584.00	100
Stakeholders	\$ 1,408.00	\$ 1,968.00	100
Visualize Software design and graphic	\$ 1,512.00	\$ 1,512.00	100
User Flow Diagram	\$ 1,512.00	\$ 1,512.00	100
Setup core API base	\$ 6,056.00	\$ 6,056.00	100
API Implementation	\$ 3,152.00	\$ 3,152.00	100
API Setup	\$ 2,128.00	\$ 2,128.00	100
Backend Integration Module	\$ 2,120.00	\$ 2,720.00	50
Project Reserves Breakdown	Budget / Planned	Actual to Date	% Complete
Contingency Reserve	\$ 5,000.00	\$ 1,160.00	

Earned      Planned