### WATERLOO | INFORMATION SYSTEMS & TECHNOLOGY

## Project Charter – uWaterloo Mass Email Technology Investigation

# **Constraints, Assumptions and Risks**

### **Constraints**

- People time available
- Availability of software for testing

### **Assumptions**

- Recommendation would be centrally funded
- People are interested in participating in this project
- Technology, people, budget is in place to implement the project and its recommendations
- Buy-in from across the campus
- Top university management support for the recommended solution

#### Risks

- No solution exists that will meet all the requirements
- No interest from some areas
- Losing features of current system
- Upsetting clients/staff (learning new system)
- Loss of data
- Conversion from existing systems may not be smooth
- Costs may increase, recommendation may not be cost effective or in budget
- People time may increase (installation/conversion/maintenance, increase in use across campus)
- Some areas on campus may not use the suggested solution

# **Dependencies**

No dependencies at this time.

# **Budget**

This is an investigative project so no budget should be needed. There may be a need to purchase a new product to evaluate or an existing product to upgrade.