# CS 250 Agile Project Charter Template

**SNHU Travel Booking System**

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| Business Case/Vision:*(Value to attain)* | Create a way to expand the presence of SNHU Travel with a system that provides trendy, niche vacation packages. |
| Mission Statement:*(Result to accomplish)* | Create a booking system for SNHU Travel that can offer real-time booking, statuses, and management. |
| Project Team:*(Team members and roles)* | Scrum Master – Ron  Product Owner – Christy  Developer – Nicky  Tester – Brian |
| Success Criteria: | Start date: 3/15/20  Expected completion date: 4/15/20  Final deliverable: 4/7/20  Key project objectives:   * Enable SNHU Travel to manage bookings * Enable customers to effortlessly book travel * Achieve greater presence in US |
| Key Project Risks: | * Relatively short time frame for project * Customer/company information will need to be protected |
| 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 consider 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 |