Project Charter

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Date issued: 02/04/2019
Project name: SRV – Student Results View

Project Scope

Project Background

The current system for viewing a given student's progress through any qualification he or she has enrolled in is the TAFESA website. Issues have been identified with the inefficiencies that the TAFESA website has when being used to retrieve information based on a given student's enrolment.

The client (Dale Van Heer) has specified that the solution must include Login functionalities, password reset capabilities, the ability to view any given student's qualification progress, a list of competencies related to the qualification being studied and their completion status. The SRV solution must also include the ability to process a parchment request by a student and generate a competency checklist for a lecturer upon a student achieving a passing grade on all required competencies for his or her qualification. Administration functionality must be included in the complete product, allowing administration staff to quickly view a list of students that qualify for a parchment on completion of a given training package.

Project Goals & Objective

Goal #1: Allow the students from TAFESA to efficiently keep track of theirs progress through a qualification

Objective 1.1	To produce an intuitive and modern UI.
Objective 1.2	To concisely and accurately summarize a student's progress through any given qualification.
Objective 1.3	To help facilitate the process of enrolling a student.

Goal #2: Allow the lecturers from TAFESA to efficiently keep track of their students' progress through a qualification

Objective 2.1	To facilitate checking a student's eligibility for a parchment
Objective 2.2	To concisely and accurately summarize a student's progress through any given qualification.
Objective 2.3	To help facilitate the process of enrolling a student.

Goal #3: Allow the administrators of TAFESA to efficiently determine which students qualify for a parchment

Objective 3.1	To facilitate checking a student's eligibility for a parchment
Objective 3.2	To help facilitate the processing of a parchment.

Goal #4: To produce a viable product for the client

Objective 4.1	To provide a solution that can interact with TAFESA databases.
Objective 4.2	To deliver the product on budget and on time.
Objective 4.3	To maintain a satisfactory standard of communication.
Objective 4.4	To be as transparent as possible during the development of the product.
Objective 4.5	To make an expansible product that can be modularized.

Project Business Case

In this current state, the method used by TAFESA's system to outline a student's progress does not provide enrolment details in an intuitive manner. Student enrolment at TAFE is managed in most part by the lecturer who must be trained to use proprietary tools for satisfactorily enrolling a given student into their given training plan. This method is resource intensive and results in a lot of confusion for students trying to enroll into TAFE which will deter potential students from the enrolment process.

With SRV, all the information required by students and lecturers to enroll a student into any given training package will be consolidated into a single source, therefore saving the time and effort of all parties involved. The proposed solution also serves to simplify the process for keeping track of a student's progress through his or her qualification by providing an easily accessible summary of all competencies completed, competencies currently being undertaken and competencies that need accomplishment. The proposed solution should also include the ability for a student to request his or her parchment upon completion of the qualification, as well as the ability for a lecturer to easily generate a parchment checklist for a given qualification. This serves to reduce the downtime between a student requesting a parchment for a completed training package and the student receiving a parchment, as well as reducing the resources needed to process a parchment application from a student therefore reducing running costs for TAFESA.

An administrator role is to be added to the proposed solution which will allow for TAFESA's administration staff to easily assess which students studying at TAFESA have completed his or her qualification(s) and may require a parchment. This functionality will vastly reduce the effort needed by administration to keep track of student progress at TAFESA.

As the SRV project has modularity in focus, the end product will be easily implementable into other projects/systems set out by TAFESA, driving down future development costs and adding more functionality by reusing this solution.

Assumptions

- The TAFESA database has at least a 99.9% uptime.
- The TAFESA database is 100% accurate and current.
- The SRV project may be part of a larger product in any point of time.
- No data entry functionality is required.
- The project will focus on a single qualification (Cert IV Programming) but implement the possibility to list more.

Methodology / Approach

The SRV project will adapt a Scrum approach to software development. Scrum involves an initial period of requirements gathering (from all stakeholders) then follows with weekly sprints for the remainder of the development period. The conclusion of the SRV project will include a final phase of User Acceptance testing as well as a final sign-off for the finalized product. Post-development will include implementation of the solution as well as any support required by the client (Dale Van Heer) as per the SLA.

The client is to be involved in the development process from the beginning of the project and will be kept updated through frequent (possibly weekly) meetings to showcase the progress and receive client feedback. Any changes to the SRV project made as a result of this feedback will be reflected onto the development team (ITWorks) during weekly Scrum meetings.

Team Structure

Name	Role	Responsibility
Ngo Nguyen	Developer – Team Leader	- Team Lead - Documents revision - Writing documentation - Coding - Liaising with the client - UI Design
Alessandro Ferro	Developer	- Writing documentation - Lead Coder - Liaising with the client - Minutes - Prototyping - UI Design
Gonzalo Soto	Developer	- Code revision - Lead Tester - Writing documentation - Coding - Liaising with the client

Reporting Requirements

Report	Date
Problem Definition	03/04/2019
Project Charter	05/04/2019
System Requirements Specification	16/04/2019
User Requirements Specification	16/04/2019
Software Architecture Template	22/04/2019
Scrum meeting minutes	Monday (weekly)
Test Plan	29/04/2019
Test Report	27/05/2019
Final Product Sign-Off	03/06/2019

Cost Breakdown

Item	Duration	Cost ($AUD)
Senior consultation		$21,000
Development team	4 months (part time)	$24,000
ITWorks services fee		$9,000
	Total	$45,000

Deliverables & Milestones

Item	Deliverable	Date
Prototype	UI prototype	16/04/2019
Use Case Diagram	UML diagram	16/04/2019
Problem Definition	Word document	03/04/2019
Project Charter	Word document	05/04/2019
UI Sign-off	User interface	16/04/2019
Software Architecture	UML diagrams	16/04/2019
User Manual	Word document	03/06/2019
Test Report	Word document	27/05/2019
Final Product Sign-off	Statement of satisfaction and SLA	03/06/2019
User Implementation	Finalized product	03/06/2019

Critical Success Factors

The set of criteria that will determine the success of the SRV project are as follows:

- The client (Dale Van Heer) is sufficiently involved with the development of the SRV project and is kept updated at regular intervals.
- All the functionalities requested by the client are implemented and receive the client's approval.
- The UI developed reflects the client specifications and receives the client' approval.
- The UI developed is intuitive and functional enough for an end user to navigate with ease.
- All the deliverables listed in the project charter are made available for the client.
- The software solution is thoroughly tested.
- All reported bugs found during testing are fixed (white box testing success).
- The client and all other stakeholders are satisfied with the final product.
- The SRV project does not exceed the projected budget of $79,200 AUD
- The SRV project does not exceed the forecasted timeframe of sixteen (16) weeks or four months.

Scope Statement

On behalf of ITWorks, Team NAG will deliver the SRV (Student Result View) project's software solution with all the specified functionalities for the cost of $45,000 (AUD) by 03/06/2019.

Acknowledgement & Approval

Project Sponsor	Name: DALE VAN HEER
	Signature:
	Date: 12/04/2019
Project Manager	Name: Kym Bond
	Signature: KBond
	Date: 12/04/19