# Project Charter

Prepared by: Team NAG: Ngo Nguyen – Alessandro Ferro – Gonzalo Soto Canales

Date issued: 19/03/2019

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**

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| 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**

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| 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**

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| 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**

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| 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

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| **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

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| **Report** | **Date** |
| Problem Definition | 18/03/2019 |
| Problem Charter | 25/03/2019 |
| System Requirements Specification | 01/04/2019 |
| User Requirements Specification | 01/04/2019 |
| 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

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

#### Deliverables & Milestones

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| **Item** | **Deliverable** | **Date** |
| Prototype | UI prototype | 08/03/2019 |
| Use Case Diagram | UML diagram | 08/03/2019 |
| Problem Definition | Word document | 15/03/2019 |
| Project Charter | Word document | 15/03/2019 |
| UI Sign-off | User interface | 18/04/2019 |
| Software Architecture | UML diagrams | 18/04/2019 |
| User Manual | Word document | 18/04/2019 |
| 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

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| **Project Sponsor** | Name:  Signature:  Date: |
| **Project Manager** | Name:  Signature:  Date: |