

**Project Charter**

**Version1.1**

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**18/05/2017**

**VERSION HISTORY**

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# Introduction

Each semester, the school sends a letter informing parents of their child's academic performance, academic status, and expenses to be paid in the future (including arrears). With the number of 11,000 students and will increase further in the future, traditional mailings will be difficult and costly.

Building IT systems to support the overall management of student training and learning. Building a management system will take time and effort, so the system will be broken down into relatively independent modules that can be deployed in phases. With the desire to inform the parents of the results of their children's education and information in the coming time, a module will be built for electronic contact book so that parents can easily follow and capture information.

# ****Objectives****

Construction of electronic contact book to help parents study the progress of their children including:

- Announcement of students' academic results: individual marks, semesters, GPA.

- Notice of student attendance: how many sessions, how many absences, how many late.

- Notice of tuition fees and costs to be paid in the coming time and outstanding costs

- Notification of study plan and study schedule

# ****Scope****

Scope of the system:

- Parents: view student information

- Students: have the same features as parents, and see the same information as their parents.

- Education: There are functions to put learning information into the system

- Student work (Student Affairs): has the function of giving information about student activities

- Administration: has the general features of the system.

# ****Constraints, Assumptions and Risks****

* 1. **Constraints**

Development within 6 months

Technical constraints:

- Programming Languages: PHP, and programming on Android

- Database: MySQL

* 1. **Assumptions**

- Manage student information completely by software.

- Access to student data quickly and accurately.

- Quick and accurate access to statistical data.

* 1. **Risks**

- Loss of information by students.

- Spends a lot of time learning how to use software and other services such as software installation, maintenance.

# Project Stakeholder

|  |  |
| --- | --- |
| **Stakeholder** | **Project Completion/Success** |
| **Customer** | ECB Module will finish within thirty weeks.  Product is delivered follow each phase. |
| **TripleX Team** | Develop ECB Module within thirty weeks. |
| **Mentors** | Consultant for project team until Project completed.  Evaluate after each phase. |

# Roles and Responsibility

|  |  |  |
| --- | --- | --- |
| **No** | **Roles** | **Responsibilities** |
| 1 | Project Manager | * Prepare reports, records of work accomplishments and information about management. * Report to the mentor periodically about team activities, progress, problems... * Organize training sessions for team member when needed. * Create a trust environment in team, open communication between members and creative thinking... * Provide a vision of the project objectives for team. * Motivate and inspire team members. |
| 2 | Requirement Leader | * Communicating with customer to gather the requirement. * Assigning and arranging the tasks that related with requirement. * Creating and supporting for completing Concept Operation document, URD document and SRS document |
| 3 | Architect Leader | * Creating models, component and interface specification documents, validating the architecture against requirements and assumptions. * Communicating with Requirement Team for Architecture Driver Document. * Creating and supporting for completing Architecture Design Document. |
| 4 | Design Leader | * Communicating with architect leader for completing Software Design Specification Document * Responsibility for supporting team members analyzes functions into detail (Database). |
| 5 | Technical Leader | * Be responsible for the technical issues for the project. * Master in technology will be applied to the project suit with the system’s architecture * Responsible for the Implementation phase. |
| 6 | Testing Leader | * Understanding and documenting testing requirements, provide test estimates, create and review test cases, execute and review test results, create and submit test reports to stake holders. |

# Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Deliverable** | **Primary Producer** | **Method** | **Remark** |
|  | Concept of Operation (Con-Op) | TripleX Requirement Team | .doc or .pdf files | Refine, review current business processes and proposed business processes |
|  | Software Requirement Specification (SRS) | TripleX Requirement Team | .doc or .pdf files | Refine, review and acquire Requirements Specification Sign-off |
|  | Architect Driver Document (ADD) | TripleX Architecture & Design Team | .doc or .pdf files | Document Architecture driver specification and constraints of ECB system |
|  | Software Architecture Document | TripleX Architecture & Design Team | .doc or pdf files | Document architecture of ECB system follow 3 perspectives  Document rational of each perspectives |
|  | System Design Specification (SDS) | TripleX Architecture & Design Team | .xls files | Document all architecture design of ECB system |
|  | System Test Plan and Result | TripleX Testing Team | .xls files | Plan for verifying ECB system working as designed while meeting user’s requirement. |
|  | Acceptance Test Plan and Result | TripleX Testing Team | .doc or .pdf files | Plan for validating ECB system meeting customer’s needs and accepted by customer |
|  | Test Report | TripleX Testing Team | .doc or .pdf files | Document test result |
|  | Bug Report | TripleX Testing Team | .doc or .pdf files | Document bugs that found |
|  | ECB System | TripleX Development Team | .exe file | System application, source code, databases |
|  | User guide | TripleX Requirement Team | .doc or pdf files | Support Administrator and User to use ECB system |
|  | Installation guide | TripleX Requirement Team | .doc or pdf files | Support Administrator and User to install ECB System |
|  | Team Charter Document | TripleX Team | .doc or pdf files | Document build team development and norms in team |
|  | Project Charter | TripleX Team | .doc or pdf files | Document scope, stakeholders, human resource initial project |
|  | Project Plan | TripleX Team | .doc or pdf files | Include all of the key elements of project planning |
|  | Detail Plan | TripleX Team | .mpp files | Include detail tasks of the project |
|  | Project reflection paper | TripleX Team | .docs or pdf files | Documented insights from the project, problems and how they were solved, another information worthy of passing on to Steering |
|  | Weekly report | Team leader | .pptx files | Report each week to mentor about project status |
|  | Individual Weekly report | All member | .pptx files | Report each week to project manager about work status. |

# Assign Role

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The project team consists of 5 members:

|  |  |
| --- | --- |
| **Name** | **Project Role** |
| Phan Văn Văn | Team Leader |
| Trần Phú Nhuận | Recorder  Requirement Leader |
| Huỳnh Nhật Tân | Architect Leader |
| Nguyễn Vũ Thắng | Developer Leader |
| Ngô Long Quí | Test Leader |