**Milestone One**

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To: Leadership Team

From: Walter Hernandez, Project Manager

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Subject: Milestone One

The goal of the degree progress program is to create an intuitive form for students to simply keep track of their college career progress, by means of user-friendly UI and UX. By providing a program such as this, students can become more conscious of their studies. Each user or student can track their curriculum and credit hours information case-by-case. The academic institution believes that the students should have access to and be involved with their academic information. It is also predicted to raise the student retention rate. The objectives of the project are to create a graphically rich environment through a web-friendly format. The design of the program should be able to house multiple graphics. It should also be able to manage and migrate student information into its future respective location. The student information should be assigned by secure means and its respective future location. A major end objective is to provide a clean, bug-free, and accurate program. The purposes and objectives can be found in the Project Charter attached to this memo.

**Team Members**

Before mentioning the core project team members, the key Stakeholders will be acknowledged. The Project Sponsor is Jane Smith. Her responsibilities consist of appointing the Project Manager and defining the success, and the overall accomplishments of the project. The Core Stakeholder is Arthur Bowman. Arthur has great investments in the project; therefore, he will be informed on budgets, Gantt charts and project scheduling, Project progress, deliverables, and the final project report. John Doe is the Project Manager, and his core team follows. John oversees creating the Project Charter, developing a management plan, defining the project scope, essential scheduling, and overseeing the project budget. John is also monitoring the progress of the project. The project deliverables, risk management, project final report and project reflections are also his responsibilities. He will guide his team and relay any mission-critical success. Shila Cole will be the Systems Analyst. Her responsibility is to create a test plan for all system components. She will be testing all the scenarios in the test plan for proper execution. She will ensure that the front-end and back-end of the program blend and function free of bugs.

Shila will also assess and manage risks relating to the project life cycle. Ana Fischer is the Middleware Application Developer. Ana oversees the engineering the user interface prototype. She will create the architectural design on the front end of the application. Other tasks she is responsible for include the graphical interface, developing the web code to receive data from the back end, and assuring the application goes live. She will perform integration testing on the front end of the application with Shila and John. John Jones is the Backend Systems Analyst. John’s primary goal is to create the architectural design for the back end of the application. He will develop the back-end code for the application for the data processing and web application. Just like Ana, he will also be responsible for making sure the application goes live. Throughout the entire project, Jane the sponsor will be informed of the project charter, project scheduling, and the final project report. She will also be informed on budgets and when the application goes live. All of the team members will assemble and be briefed on the project scope and project scheduling through the entire project prior to the initiation.