**Regatta University**

**IT Project Charter**

For

**Student Degree Progress**

Version 1.0

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# Document History

**Document Revision/Release Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Description of Changes** | **Author / Editor** |
| 0.1 | 6/29/15 | Initial format | Jane Smith |
| 1.0 | 8/31/15 | Initial draft | John Doe |
|  |  |  |  |

# Executive Summary

Students leverage a web portal to access university-related information and resources. Content within it can be targeted to all users or to those within a pre-specified role (e.g., students at a particular campus) or it can be user-specific.

As an academic institution, one piece of information critical to students is their current progress in their degree program or programs.

The purpose of the student degree progress project is to create an area to display user-specific academic progress.

# Project Purpose/Justification

University leadership requested this project to promote student awareness and provide students easy access to their degree progress.

# Project Description

## Preliminary Scope Statement

The purpose of this project is to create an area that displays user-specific academic progress within the appropriate roles, leveraging data through a back-end system. This project will include the necessary modifications to the back end to relay this information. More specifically, this project will include the following:

* Creating the graphical elements in a web-friendly format
* Creating the necessary web view to accommodate the graphical elements
* Creating the necessary changes to the back end to prepare data supporting the student information
* Creating the necessary web service to securely expose the student’s information to the graphical elements and web view

## Out of Scope

Due to business-specific processes, some students, particularly those who have been pursuing a degree for over four years, may not be able to see their academic progress using the deliverables of this project. Changes to the back end to expand this functionality are out of scope, as are any changes intended to enhance functionality to provide additional data beyond the academic progress already captured in another system.

## Project Objectives and Success Criteria

* The project will provide the functionality described within the preliminary scope statement.
* The project will be delivered without incurring any additional expenses.
* The project will be delivered free from any significant defects or without causing any down time.
* The project will be delivered no later than two weeks from the target time frame defined within the milestone schedule below.

## Constraints

* Additional funding is not available.
* The information available to students is derived from data within the back end and is as accurate, timely, and available as the source data and its structuring.

## Assumptions

* No major changes in formatting or scope will be presented during the life of the project.

# Project Deliverables

* + Project Charter
  + Project Management Plan
  + Design
    - User Interface Mockup
    - Architectural Design
  + Test Plan
  + Test Scenarios

# Project Resource Estimate

The student degree progress project is estimated to use the following resources:

|  |  |
| --- | --- |
| **Project Resource Estimate** | |
| **Resource** | **Estimated Work Hours** |
| Project Manager | 48 Hours |
| Systems Analyst | 12 Hours |
| Middleware Applications Developer | 44 Hours |
| Backend Systems Analyst | 50 Hours |
| **Total:** | **154 Hours** |

# Summary Milestone Schedule

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start** | |
| **Project Milestone** | **Target Date** |
| Project Start | September 1 |
| Graphical Component Unit Complete | September 23 |
| Web View Unit Complete | September 25 |
| Backend Unit Complete | October 7 |
| Integration Testing Complete | October 14 |
| Submit to Leadership | October 26 |
| Leadership Acceptance | November 2 |
| Transition to Production | November 5 |
| Project Closeout | November 13 |

# Summary Budget

**Fiscal Year**

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| Hardware | $0 |
| Software and Licensing | $0 |
| Vendor | N/A |
| **Total** | **$0** |

# Project Approval Requirements

The project will be completed once all requirements are met and all deliverables have been received and approved by the client.

# Project Organization

|  |  |
| --- | --- |
| **Role** | **Name(s) – Department(s)** |
| Project Sponsor | Jane Smith |
| Project Manager | John Doe |
| Core Stakeholder | Arthur Bowman |
| Vendor Resources | None |
| Project Team Members | Shila Cole, Ana Fischer, John Jones |

# Authorization

Approval of this project charter provides authorization to move forward in accordance with the information contained in this document.

## Project Team

John Doe, Project Manager

Shila Cole, Systems Analyst

Ana Fischer, Middleware Application Developer

John Jones, Backend Systems Analyst

Date:

Date:

Date:

Date:

## Directors of Assigned Resources

Michael Erdmann, Middleware Director

Amber McLedon, Applications Director

Cynthia Carmom, PMO Director/Acting Student Systems Director

Date:

Date:

Date:

## Project Sponsor

Jane Smith, Project Sponsor

Date: