Group 6 TEAM CHARTER

MIS 4173

Dr Bowman

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| Client | Chatham County School System | |
|  | | –––––––––– DURATION –––––––––– |
| Guadalupe Perez | | Spring 2025 |
| Co Product Owner | |

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| BACKGROUND |  |
| Chatham County Schools is considering automation for several of their processes. The first consideration entails a new application process for prospective students to use to apply for early college. | |

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| MISSION |  |
| To implement a new information system for our client using Agile/Scrum methodology. | |

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| OBJECTIVES | List specific, measurable healthcare outcomes the team aims to achieve. |
| * Create a streamlined application process for prospective students, allowing information to be passed through to a database accessible to administrators * Ensuring the new system is compatible with existing systems and software used by the client | |

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| ROLES AND RESPONSIBILITIES | |  | |
| ROLE | ASSIGNED TO | | RESPONSIBILITIES |
| Systems Analyst | Cortney Wilson | | Translates business requirements into system specifications. Evaluates system feasibility, assists in data modeling, integration planning, and system testing. |
| Business Analyst | Kayla Vincent | | Identifies business needs, analyzes business processes and proposes improvements to existing workflows. Bridge between stakeholders, developers, and end-users. |
| Database Coordinator/Programming Coordinator | Christian Martinez | | Development Lead: Ensures integration of new system and third-party connections. Advises team during technical challenges and troubleshooting. |
| Co-Product Owner | Guadalupe Perez | | Serves as a liaison between team and client. Gathers feedback from users requiring project revisions. Confirms project alignment with client requirements |

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| COMMUNICATION PLAN |  |
| Weekly team meetings hosted on Microsoft Teams platform, daily communications to take place on the GroupMe app. GitHub and Sharepoint are used for collaborative deliverables and document management | |

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| Group 6: Collaborative Commitment |  |
| Every effort will be made to ensure the team meets at an agreed upon time for all members to ensure a 100% attendance rate. Any event preventing a member from attending must be communicated to the group by GroupMe or email. No exceptions are made for missing strict deadlines. All group members are responsible for providing their best effort, and display respect, integrity, and a commitment to continuous improvement. | |