

Project Charter for OurLive

Document History

Version	Date	Changes
1.0	03/03/2023	Initial version of the document.

Document Approvals

Role	Name	Signature	Date
Project Manager	Raquel Sousa		
Project Manager	Hélder Oliveira		
Planning Manager	Pedro Machado		
Quality Manager	Marta Mariz		

1. Introduction

The goal of this project is to implement an internal communication platform that can manage automatic mailing, newsletters and content to be displayed in the common spaces, improving the time and resource efficiency of the company that uses it.

2. Business Case

Our company has identified a need to improve communication and alignment within an organization. With the implementation of a new internal communication platform, we aim to increase employee engagement, enhance productivity, and facilitate the integration of new employees. The benefits of this project include improved company culture, increased employee retention, and enhanced collaboration across departments.

3. Project Statement

The purpose of this project is to develop a new internal communication platform, named Connectify. The platform will allow companies to create and manage content that can be delivered to employees and clients. Connectify will be a web-based application accessible via desktop and mobile devices. The platform will be designed to enhance employee engagement, improve communication, and support the company's overall strategic goals.

4. Scope

The scope of this project includes the development of the Ourlive platform, as well as the integration of existing systems and data. The platform will include features such as access control, automated and scheduled mailing, internal newsletters, and content management for screens in common areas. The platform will be developed using Angular 13 for the front-end and Node.js with a MySQL database for the back-end.

5. Success Criteria

The success of the project will be measured using the following metrics:

- Increased employee motivation and productivity
- Improved company culture
- Successful adoption and usage of the communication platform by employees

These could be measured by asking the employees to answer a form that can evaluate them.

6. Major Requirements or Deliverables

The goal of the project is to deliver the OurLive platform (where the company can create, manage and send contents to their employees) and also the interface which allows the content to be displayed in TVs.

To ensure the best project management and quality we will start by delivering the Product Vision & Prototype (PVP), a document where we will define the product vision alongside the product prototype. Later on, we will deliver the Project Management Intermediate Report (PMIR) where we analyze the current status of the project to help keep everyone to date with the progress of the project and any pressing challenges it may be facing. Finally, we will deliver the Minimum Viable Product (MVP) which corresponds to a product with enough features to attract early-adopter customers and validate a product idea. The schedule of all these deliveries are present in section '8. *Schedule or Milestones*'.

7. Budget, Time, Scope and Quality

In terms of budget, we have a known budget which means that our team is composed of 9 developers and that is going to be fixed throughout all the project development.

When it comes to time, the same applies meaning that we have a limited time to develop the project: 14 weeks.

With regard to quality and scope, since scope is not a fixed variable we will aim to prioritize quality over scope so that we can have a quality product.

8. Schedule or Milestones

The project is divided into 5 milestones and it will be completed by the 26 of May 2023. The first one finishes on 09/03, the second on 23/03, the third on 13/04, the fourth on 04/05, and the last one finishes on 25/05.

The schedule for the deliveries is as follows: the Product Vision & Prototype (PVP) on the 17 of March 2023; the Project Management Intermediate Report (PMIR) on the 24 of March 2023 and finally the Minimum Viable Product (MVP) on the 26 of May 2023.

9. Constraints and Assumptions

One constraint is the fact that we have a limited number of developers and another is the limited number of weeks we have to develop the project. These constraints will for sure have an impact in the scope of the project, as it needs to be carefully defined and prioritized in order to make the most of the available resources.

10. Summary of Risks

The major risks to the success of the project include:

- Technical challenges and delays in development derived from working on an existent application.
- The fact that none of the team members has any experience with the imposed technologies.

11. Stakeholders

- Company employees
- Teacher Rui de Sousa Neves
- Teacher Gil Manuel Gonçalves
- Client Raquel Sousa
- Client Helder Oliveira
- Client Inês Vintém

12. Team and Organization

Name	Role	
Afonso Duarte de Carvalho Monteiro	Test Manager	
Francisco Gonçalves Cerqueira	Process Manager	Implementation Manager
João André Vieira Freitas	Support Manager	
Luís Miguel Rodrigues Guimarães	Customer Interface Manager	
Marta Cristina dos Santos Mariz	Quality Manager	Customer Interface Manager
Pedro Miguel Sampaio Ferreira Machado	Team Leader	Planning Manager
Ricardo Filipe da Costa Cabral Ferreira	Implementation Manager	
Ricardo Gonçalves Pinto	Process Manager	Design Manager
Temaco Simão Mafumba	-	

13. Steering Committee

- Raquel Sousa
- Helder Sousa
- Inês Vintém