Project Charter: UofL Office of Research and Innovation Website

Update Project

Background

Our purpose is to update the Office of Research and Innovation website so that it is easy and enjoyable for users to work with. A clean and functional website is vital to attracting donors, community partners, and researchers to the University of Louisville. The research done at UofL is an important part of the University's culture, financial position, and the draw for prospective students.

Goals

- Reduce the number of clicks users must make to find the information they are searching for.
- Remove any links on the webpage are not broken or redundant.

Scope

The end goal for this project is to update the Office of Research and Innovation website, so that users can move throughout it with ease. This project is going to be broken into six distinct parts: our ERD, DEMO 1, DEMO 2, DEMO 3, DEMO 4, and the final presentation of the project. This project is being worked on by six undergraduate students and does not have any budget. In order for this project to be successful, we must work cohesively as one unit. Aside from working together this project will also test the strengths of our group members individually, because there are several key positions that must be filled, which include: a Project Manager, Web Developer, User Experience/Interface Designer, Business Analyst, Database Administrator, and Database Designer.

Key Stakeholders

Client	University of Louisville Office of Research and Innovation , Baylee Pulliam	
Sponsor	Haleh Karimi	
Project manager	Elizabeth Howard	
Project team members	Brandon Crosier, Dylan Hampton, Baian Khanjar, Graham Parish, Marvin	
	(Lucas) Weaver	

Project Milestones

6th September | ERD | The final copy of the ERD that will be used to complete the project will be submitted as well as the business rules that the project relies on.

4th October | DEMO 1 | 50% of the final project will be complete and presented.

18th October | DEMO 2 | 75% of the final project will be complete and presented.

15th November | DEMO 3 | 100% of the project will be completed.

22nd November | DEMO 4 | 100% of the project will be completed and polished in a way that users could start using the product.

6th December | FINAL PRESENTATION | The final project will be presented to stakeholders.

Project Budget

Because the work on this project is being undertaken by undergraduate students, only free resources are to be used, and the students will not be paid, rather they will receive course credit towards their degrees upon successful completion of the project. [SEP:SEP]Risks

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Risks

- Scope of work is poorly specified. The risk will be missing any important details or making a mistake when we define the scope of the project.
- Scope creep which is the unexpected changes and uncontrolled growth of a project's scope.
- Adding unnecessary features which will add additional risk. It will add additional costs, human resources, testing and time.
- Team members change. For example developers might get sick, be on a vacation, or leave in the middle of a project.
- Poor team connection. Conflicts can cause problems and lead to delay or failure to the project.
- Applications are not stable. There are many reasons to make the applications that we use crash.

Team Roles and Responsibilities

Project Manager or PM (Elizabeth Howard):

Key relationships: All team members

Key deliverables: Project proposal, progress reports, communication

Responsibilities:

- 1. Coordinates all the activities of project team members.
- 2. Track the schedules and the progress of the project.
- 3. Assist communication both between team members and between the team and the clients.

Web Developer (Baian Khanjar):

Key relationships: UX/UI designer and PM Key deliverables: Web application code

Responsibilities:

- 1. Builds the functionality of the website for example, client-side scripting like JavaScript or iQuerv.
- 2. Develop the website using programming languages like PHP, Python, ASP.NET, C++ or Java.
- 3. Web developers might also build HTML/CSS page templates or coordinate with the UI/UX designer for this task.

User Experience (UX)/ Interface (UI) Designer (Brandon Crosier):

Key relationships: Web developer and PM

Key deliverables: Wireframes, flowcharts and visual identity

Responsibilities:

- 1. Use the requirements for the site to develop wireframe designs and flowcharts which will describe how users will interact with the site.
- 2. Develop an overall strategic plan for building the website, and work with the project manager to keep the project on target.
- 3. Develop a visual identity for example; logos, fonts and color palettes, then develop web page designs using HTML and CSS, or may coordinate this task with the web developer.

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09.06.2020

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Business Analyst (Graham Parish):

Key relationships: PM

Key deliverables: Identify improvement

Responsibilities:

- 1. Interact with the business to identify goals, areas of improvement.
- 2. Write down the requirements and communicate them to the project manager.

Database Administrator (Lucas Weaver):

Key relationships: Database designer and PM

Key deliverables: Operation of database, Security of data

Responsibilities:

- 1. Ensure that the database operates efficiently and without error.
- 2. Make sure that data is available to users and secure from any unauthorized access.
- 3. Identify any issues related to database performance and provide corrective measures.
- 4. Monitor a database system's performance to determine when action is needed.
- 5. Backing up and restoring data to prevent data loss.
- 6. Evaluate existing databases and recommend any improvements.

Database designer (Dylan Hampton):

Key relationships: Database administrator, PM Key deliverables: Design database and reports

Responsibilities:

- 1. Gather information that will be recorded in the database.
- 2. Design, develop database systems based on clients requirements.
- 3. Modifying databases according to client needs.
- 4. Make reports from database data.

Approval Signatures [SEP]			
		Elizabeth Howard	
Baylee Pulliam, Project Client	Haleh Karimi, Project Sponsor	Elizabeth Howard, Project Manager	