Team Unicorn Project Charter

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Purpose and Scope Statement

The new system will include information identified during the analysis of the current AS-IS system. During the analysis phase, we have identified support for the following information as requirements for the TO-BE system:

- A/P Vendor numbers
- Vendor information
- Programmer information
- Bank contact information for project managers
- Bank units and divisions
- Contracts for contract programmer services
- Invoices for contract programmer services

To implement the new system, we will approach the project in the following phases:

Design Phase:

During the design phase, we will design a blueprint for the system. The design phase includes the following steps:

- Create the "System Design specifications"
- Create normalized data model to BCNF standards
- Design internal and external controls
- Determine and document the system architecture
- Design the user interface.
- Design reporting documents

Implementation Phase:

The Implementation Phase will deliver a completely functional system. The implementation stage includes the following steps:

- Create the system database
- Install the system
- Test the system
- Create documentation
- Train the users

Out of Scope

Bank of Xanadu IT department will be responsible for all maintenance and upkeep after the implementation phase has been completed. Any information or processes not listed above may be considered out of scope.

Objectives

Design Phase Deliverables:
- Project Plan: April 19th, 2014
- System Design Specification Draft: May 3rd, 2014
- Prototype Demo Walkthrough: May 17th 2014

Implementation Phase Deliverables:
- Implementation Plan Draft: May 17th 2014
- Prototype Demo Follow up documentation: :May 24th, 2014
- Test Plan Draft: May 24th, 2014
- User Manual Draft: May 31st, 2014
- Final Project Demo: June 14th, 2014
- Final Project Documentation June 14th, 2014

Approach

The approach we will take is to study the Data Flow Diagram and Functional Data Diagrams and use those as a template for the creation of the prototype. We will be producing a working prototype in Access. After completing the demo walkthrough, documentation will be written and the demo will be developed into the final product.

Roles and Responsibilities

	Team Leader	Developer	Testing Coordinator	User Manual/Interface Coordinator	Database Coordinator / Documentation Czar
Ryan Neff	Secondary			Primary	
Angela Hesse		Primary			Secondary
Gregg Ratliff			Primary	Secondary	
Jim Ferguson		Secondary			Primary
Kat Savitzky	Primary		Secondary		

Project Schedule

	Project Plan:	System Design Specification Draft	Prototype Demo Walkthrough:	Implementation Plan Draft:	Prototype Demo Follow up documentation	Test Plan Draft	User Manual Draft	Final Project Demo	Final Project Documentation
Completion Date	April 19th, 2014	May 3rd, 2014	May 17th 2014	May 17th 2014	May 17th 2014	May 24th, 2014	May 31st, 2014	June 14th, 2014	June 14th, 2014
Ryan Neff	X	X		X	X		X		X
Angela Hesse	X	X	X					X	X
Gregg Ratliff	X	X				X			X
Jim Ferguson	X	X	X					X	X
Kat Savitzky	X	X		X	X	X	X		X

Communication Plan

Meetings & Work Assignments

Weekly work assignments will be designated in class. The work assigned should be uploaded to the Team Unicorn files section of Canvas, and a team unicorn discussion board post made that includes a note that the work section was completed, and the name of the file. Any out of class meetings deemed necessary are tentatively slated for Friday evening or Saturday morning before the class meetings. Meetings will be scheduled as necessary.

Meeting Records and Minutes

A Google document will be posted on the Team Unicorn Discussion Board, that will be updated weekly with meeting notes.

Risk & Contingency Plan

Risk	Contingency Plan
Equipment Failure	A backup of the current program will be stored on "the cloud" (Instrucuture Canvas Team Unicorn file section will be used for cloud storage) In the event of a hardware failure, the program can be restored from the cloud backup.
Scheduling Problems	Team Unicorn has enacted a "1 week slack time" policy to manage the scheduling of deliverables. Team Unicorn will complete each of the deliverables 1 week ahead of the deliverable date, so that slack time can be used to address any unforeseen scheduling errors.
Personnel Defects (Illness or Failure)	In the event of an unexpected event that removes a team member from the group, the assigned tasks will fall to the Secondary person designated. The Secondary person will ask for help and share the workload if necessary.
Developing the wrong functions	Clearly defined requirements will prevent the development of unnecessary functions. White Box and Black Box testing throughout the development process will also help to ensure that incorrect functions are not developed.
Continuing Requirement Changes	Unexpected Requirement changes are prevented by clearly defining the scope of the project in the systems design specifications document.

Documentation Standards

All documentation will be uploaded to the Team Unicorn File section on Canvas the User Manual / Interface Coordinator will be responsible for consolidating all the files into a unified document. MS Word or Google Doc are acceptable. All formatting will be removed from files by the Interface Coordinator before the data is combined into the final document, and the Interface Coordinator will be responsible for styling the final document.

The final documents delivered to the client will be in Microsoft Word 2010 .docx format. Each page of the document must have the Team Unicorn Branding in the Header. The Appendix cover page must contain the Team Unicorn Logo, with transparency set to 95%, and must stretch from margin to margin, and be centered on the page. The document margins are as follows: top 1.25", left 1", right 1', bottom 1'. The sectional typographic standards are listed below:

Style	Font	Bold	Font Size	Alignment	Indentation
Heading 1 (Used for headings)	Arial Narrow	Yes	26	Left	No
Heading 2 (Used in place of heading 1 in the Appendices	Arial Narrow	Yes	26	Left	No
Heading 3 (Used for subheadings)	Arial	Yes	12	Left	No
Body Copy	Arial	No	12	Left	Yes