

Project Charter

Bridgewater State University

Information Technology



BSU Mobile

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Section 1. Project Overview

1.1 Problem Statement

Describe the business reason(s) for initiating the project, specifically stating the business problem

This project, which entails deploying mobile applications/services to drive student achievement, is strategically important as it will help the institution advance the “Teaching and Learning Relationships” goal to “Maximize the intensity, diversity and richness of teaching and learning relationships forged between faculty, students and members of the broader community”.

1.2 Project Description

Describe the approach the project will use to address the business problem.

This project is to provide students and faculty with access to mobile applications vital to their success – any time, any place, on any device.

We are working with DUBLabs, a mobile app developer who specializes in higher education solutions for Apple iOS, Android, Windows Mobile, and Blackberry smartphones/tablets, to implement the DUBLabs Mobile Application Services platform and application suite.

1.3 Project Goals and Objectives

Describe the business goals and objectives of the project. Refine the goals and objectives stated in the Business Case.

Provide students and faculty access to mobile applications on Apple iOS, Android, Windows Mobile, and Blackberry platforms; and specifically -

- Banner SIS
- Moodle LMS
- Events Calendar
- Campus News
- Bus Schedule
- Dining Halls
- Other Apps

1.4 Project Scope

Describe the project scope. The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project and should describe products and/or services that are outside of the project scope.

This project includes – Implementation of DUBLabs mobile application services in the cloud and on premises with assistance from DUBLabs per the DUBLabs “Proposal for Mobile Application Services” statement of work dated April 9, 2013 (attached).

Included in the scope is configuration of the Self-Service (S3) Cloud based Portal to manage content and features, publishing of a Bridgewater State University mobile application to the Apple, Android, Windows, and Blackberry storefronts, and implementation of an on premises Integration Server to provide access to Banner, Moodle, Events Calendar, Campus News, Bus Schedule, Dining Hall, and other applications if time permits.

This project also includes the creation and execution of Communication and Testing plans.

This project excludes – Customizing existing applications/services to meet the needs of the mobile application platform beyond those customizations provided by DUBLabs.

When the agreed upon deliverables are received and approved by the Project Sponsor, this project will be deemed complete. Future enhancements and extensions of the Bridgewater State University mobile applications/services will be handled as new and separate projects.

1.5 Critical Success Factors

Describe the factors or characteristics that are deemed critical to the success of a project, such that, in their absence the project will fail.

- The scope of this project is defined as the deliverables identified in section 1.4. The scope cannot be changed without a completed Project Change Request form, approved by the Project Sponsor, as identified in section 3.2.
- Laser focused project management and work execution due to compressed timeline.

1.6 Assumptions

Describe any project assumptions related to business, technology, resources, scope, expectations, or schedules.

- All BSU staff members identified as members of this project team will have sufficient schedule availability to accomplish all assigned tasks on this project.
- The BSU Project Manager will manage this project in accordance with the BSU Project Management Methodology.
- Due to the compressed timeline of this project (July 1, 2013) project initiating, project planning, and project executing activities may occasionally happen in parallel.

1.7 Constraints

Describe any project constraints being imposed in areas such as schedule, budget, resources, products to be reused, technology to be employed, products to be acquired, and interfaces to other products. List the project constraints based on the current knowledge today.

Time Constraints:

- Project must be completed by July 1, 2013.

Scope Constraints:

- Scope is identified as only the deliverables identified in Section 1.4.
- Scope is limited to Banner, Moodle, Events Calendar, Campus News, Bus Schedule, and Dining Hall applications/services.

Resource Constraints:

- Resources identified in Section 3.2 must be available to execute assigned tasks as defined in the project plan.

Cost Constraints:

- No additional cost items are included within the scope of this project.

Section 2. Project Authority and Milestones

2.1 Funding Authority

Identify the funding amount and source of authorization and method of finance (i.e., capital budget, rider authority, appropriated receipts) approved for the project.

No requirements for additional funding have been identified during project initiation. Should any additional funding need be identified at a later date the Project Manager will initiate a Project Change Request form, to be approved by the Project Sponsor identified in section 3.2.

2.2 Project Oversight Authority

Describe management control over the project. Describe external oversight bodies and relevant policies that affect the agency governance structure, project management, and/or vendor management.

The BSU Project Manager identified in section 3.2 is responsible for all project planning, execution, and the coordination of all project activities and resources. The Project Manager will manage the project in accordance with the Bridgewater State University Project Management Methodology.

2.3 Project Stakeholders

List all project stakeholders.

Stakeholders	Project Involvement
VP of IT Pat Cronin	Project Sponsor – Responsible for defining project goals and providing resources to achieve those goals.
Asst. VP of Application Development Ray Lefebvre	Project Manager – Responsible for the timely completion of all project deliverables.
Director of Project Management Tom Groh	PMO Representative – Responsible for insuring project management best practices.
Project Team Members	Selected IT Staff members will provide subject matter expertise to deliver specific deliverables related to their specific specialties.
BSU IT Staff	Will ultimately support mobile apps delivered by this project.
DUB Labs	Provider of Mobile Application Platform.
BSU Students	Users of mobile apps delivered by this project.
BSU Faculty & Staff	Users of mobile apps delivered by this project.

2.4 Major Project Milestones

List the project's major milestones and deliverables and the planned completion dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.

The list below represents the current projections for this project's major milestones and deliverables. A more detailed project plan with exact dates and resource assignments that addresses the scope of this project will follow the approval of this project charter.

Milestone/Deliverable	Planned Completion Date
Project Charter Completed & Approved	May 10, 2013
Project Plan Completed & Approved	May 24, 2013
DUBLabs Non-Middleware & Middleware Integration Tasks Completed	May 30, 2013
Communication Plan Completed	June 10, 2013
Initial Campus Communication	June 10 – 27, 2013
Events Calendar Set Up Completed	June 14, 2013
Campus News Set Up Completed	June 14, 2013
Bus Schedule Setup Completed	June 14, 2013
Dining Halls Setup Completed	June 14, 2013
Testing Plan Completed	June 14, 2013
Testing and Refinement Completed	June 30, 2013
Target Go-Live Date	July 1, 2013
Official Announcement	July 1, 2013
On Going Campus Communication	July – September 2013
Project Follow Up Completed	August 6, 2013
Project Closeout Completed	August 20, 2013

Section 3. Project Organization

3.1 Project Structure

Describe the organizational structure of the project team and stakeholders.

The Project Manager will develop the project timeline and coordinate the project resources. The Project Manager will also be responsible for all project deliverables and to regularly report the status of the project to the Project Sponsor(s).

The Project Team will be directed by the Project Manager identified in section 3.2. Certain Project Team members will be involved only in the portion of the project that involves their specific area of expertise or responsibility.

3.2 Roles and Responsibilities

Summarize roles and responsibilities for the project team and stakeholders identified in the project structure above.

Project Role	Who	University Role	Project Responsibilities
Sponsor	Pat Cronin	VP of Information Technology	Project Sponsor – Responsible for project approval & sign-off.
Project Manager	Ray Lefebvre	AVP, App Development	Project Manager – Responsible for the timely completion of all project deliverables. Provides Banner assistance.
PMO	Tom Groh	Director, IT Projects	Project Management and Oversight responsibilities.
Project Team	Eileen O’Sullivan	Director, Web Services	Assists with branding, configuration, and web integration.
Project Team	Tim Wenson	LMS Administrator	Provides LMS assistance.
Project Team	Jen Lavoie	System Administrator	Provides systems assistance.
Project Team	Jim Govoni	Networking	Provides networking assistance.
Project Team	Trish Jones	Asst. Director, CSS	Interfaces with students and provides communications assistance.
Project Team	Steve Zuromski	Acting AVP, Infrastructure	Assists with infrastructure issues.

Section 4. Project Charter Approval

Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Approver Name	Title	Signature	Date
Pat Cronin	VP Information Technology		
Ray Lefebvre	AVP Application Development , Project Manager		
Tom Groh	Director of IT Projects		