

PROJECT CHARTER

Ridiculous Six

Version 1.0.0
September 11, 2024

VERSION HISTORY		
VERSION	REVISION DATE	DESCRIPTION OF CHANGE
1.0.0	9/11/2024	Initial Draft
1.0.1	9/15/2024	Second Draft
1.0.2	10/11/2024	Third Draft
1.0.3	11/2/2024	Fourth Draft
1.0.4	12/1/2024	Fifth Draft

PROJECT CHARTER

Project Name: GuideBook Pro	Project Number: 1
Date: 9/11/2024	Revision Number: 1.0.0

1. EXECUTIVE SUMMARY

This project charter maps out the essential components and considerations in the development of the GuideBook Pro system. Over the Fall 2024 semester, we intend to build a premium subscription system that meets all the goals of GuideBookCo. We will design, test, and implement a website to be hosted alongside the existing GuideBook service and intended to connect high-value clientele with high-demand outdoor guides.

2. PROJECT GOALS

- Produce high quality, well-documented project.
- Attending to all the deadlines and milestones of projects.
- Enhance user experience through intuitive design.
- Ensure rigorous security and compliance.
- Foster effective collaboration and communication.
- Build solutions that will scale in the future.
- Achieve high levels of satisfaction among clients and stakeholders.

3. APPROACH

This system will be designed to be simple and focused specifically on satisfying the needs of high-value customers. As opposed to features that are niche or experimental in nature, the service will instead focus on fundamental functionality, polished and arranged to deliver a satisfying and intuitive user experience.

4. SCOPE DEFINITION

The project will include:

- An annual subscription system.
- Listings for trips that users can book.
- A robust search system, with features such as filtering by various categories.
- Tools allowing guides to create listings for trips they will host.
- A feature for current GuideBook Pro subscribers to invite new customers to the platform.

The project will not include:

- A robust social network designed for widespread communication among users.
- Cross-functionality with the standard GuideBook service.
- An open-invite system, allowing for unlimited referrals from existing users.

5. SCOPE MANAGEMENT PLAN

- regular stakeholder reviews during:
 - o Milestones (Progress Reports, Demos).
 - o Final demo and project handoff.
- Deliverables will only be accepted upon stakeholder approval at each milestone.
- Weekly team meetings to discuss progress and identify potential scope deviations.
- Use of progress reports and milestones as checkpoints for scope adherence.
- Testing phases to ensure deliverables meet requirements.
- All in-scope features are implemented, tested, and work as intended.
- Stakeholder satisfaction with the deliverables.
- Project is in a state ready for handoff and future scalability.

6. PROJECT MILESTONES

- 9/22: Progress Report #1
- 10/14: Demo 1 (50% development complete)
- 11/3: Progress Report #2
- 11/4: Demo 2 (75% development complete)
- 12/2: Final Demo (hand-off)

7. ASSUMPTIONS, DEPENDENCIES, CONSTRAINTS

Assumptions:

- We assume that the project stakeholders will provide feedback and input periodically throughout the course of the project.
- We assume that the stakeholders will not introduce the need for additional features leading to scope creep.

Dependencies:

- Project timelines depend on receiving guidance and approval before subsequent phases can commence.
- The success of our project depends on the successful integration of new features and technologies.

Constraints:

- The project has a fixed timeline due to its nature and progresses in phases in accordance with the class's pace. This limits the time available for each task.
- The number of group members makes having ad-hoc meetings with full attendance difficult.
- The project must be developed with the budget in mind.

8. RISKS

- Due to the high value associated with individual customers, a high standard of quality should be kept during development. Unintuitive design and poor implementation of features could greatly reduce profits, even if it only results in the loss of a couple users.
- If the project is not built with expandability and future growth in mind from the early stages of development, it could become very difficult to implement during the later stages without rebuilding core systems in their entirety.

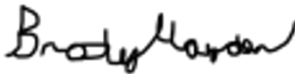
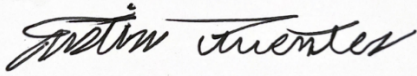
9. SUCCESS CRITERIA

- The service launches in a completed state, and achieves the intended goals of customers, guides, and GuideBook Co.
- All system requirements are fully implemented, tested, and work as intended.
- The project is in a state where it can be passed off and managed by employees of GuideBook Co.

10. RELATED DOCUMENTS

[Statement of Work](#)

11. PROJECT AUTHORIZATION

Name	Signature	Date
Sam Bearden		9/11/24
Charles Degboe		9/11/24
Brody Hayden		9/11/24
Aiden McKinley		9/11/24
Justin Puentes		9/11/24
Stefan Vuleta		9/11/24