

# PROJECT CHARTER

1. General Project Information				
<b>Project Name:</b>	Blue Ridge Animal Rescue and Sanctuary Website Development			
<b>Executive Sponsors:</b>	Kim Dehler			
<b>Department Sponsor:</b>	J. David Chrisman			
<b>Impact of project:</b>	Increased revenue, and adoption rates. Increase in Volunteers			
2. Project Team				
	Name	Department	Telephone	E-mail
<b>Project Manager:</b>	Kelechi Ragland	CIS Student		
<b>Team Members:</b>	George Flarsheim	CIS Student		
	Rob DeVoto	CIS Student		
	Alexsus Maddox	CIS Student		
	Ethan Troutman	CIS Student		
<b>3. Stakeholders</b> <i>(e.g., those with a significant interest in or who will be significantly affected by this project)</i>	Kim Dehler	James Chrisman	Team Members	Volunteers
	Staff	Website Visitors		
4. Project Scope Statement				
<b>Project Purpose / Business Justification</b>				
This web development project will be over the nonprofit known as "Blue Ridge Animal Rescue and Sanctuary". We will be developing a website for this business over the next couple of months and documenting our process through it.				
<b>Objectives (in business terms)</b>				
Increase the donation rates for the organization, as well as adoption rates. This will not only increase the profit for the organization but will provide better homes for animals that are in need.				
<b>Deliverables</b>				
Our main deliverable is developing the website to improve the adoption, donation, and volunteer process.				
<b>Scope</b>				

Our team will meet weekly for an hour or two to discuss the needed architecture and operations of the website before building it in WordPress. We will be implementing Requirements for the website addressed by the owner. The completion of this website also will depend on the deliverables described below. Aside from our team meeting weekly on Thursdays either in person or virtually, there are also individual efforts made to complete the website after work is delegated.

### Project Milestones

Business and Solution Objectives- A functional website that allows ease of use and increases business exposure.

Technical Objectives- Consistent run time with minimal errors and maintenance

Service Objectives- Ease of use for the end-user process of donations and adoptions, and volunteer applications.

Security Objectives- A closed system that integrates widgets from affiliated organizations to minimize our risk when using client information

### Major Known Risks (including significant Assumptions) *Identify obstacles that may cause the project to fail.*

Risk	Risk Rating (Hi, Med, Lo)
Security	Low
Host Shut Down	Low
Payment System Shut Down	Low

### Constraints

The biggest constraint for the requirements is budget and time. The project budget is low, which may hinder the number of plug-ins and requirements for the website we can implement. Project time is also minimal, which could affect the effectiveness of the requirements, and may need to be revisited after the project is complete.

### External Dependencies

The project will require a coordination between our five group members and Blue Ridge Staff. All of our decisions will go through everyone in the group and then sent to stakeholders for approval.

### 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.*

The project manager and their team will communicate with the sponsors via documents, and online communication to ensure everyone is on the same page.

### 6. Sign-off

Title	Name	Signature	Date
Executive Sponsor	Kim Dehler		
Department Sponsor	J. David Chrisman		
Project Manager	Kelechi Ragland		
<b>7. Notes</b>			