

Tutor System

Project Sponsors

Dr. Pankratz CS Project Manager
 Carole Basak Academic Project Sponsor
 Administrator

Project Managers

Michelle Keehan CS Student

I. Project Description

- Upgrade the Academic Support Tutor Monitoring and Scheduling System by identifying and integrating enhancements and new features.

II. Project Objective/Scope

- Work with Carole to find modifications
- Review documentation and study the current system to recommend modifications.
- Problem Statement: Changes occur every year for register requirements, therefore the Tutor system needs to be updated to reflect these changes for ease of assigning tutors.

III. Anticipated High Level Approach

- Milestone One: Define
 - Review the system for familiarity
 - Meet with Carole to discuss changes
 - Meet with Tutors to discuss changes
 - Generate project charter
 - Generate Business Requirements
 - Meet with Carole to discuss Requirements
- Milestone Two: Develop (Release One)
 - Implement changes to code
- Milestone Three: Deploy (Release One)
 - Test Release One changes
 - Installation of Release One
- Milestone Two: Define (Release Two)
 - Generate Business Requirements
 - Meet with Carole to discuss Requirements
- Milestone Three: Develop (Release Two)
 - Implement changes to code
- Milestone Four: Deploy (Release Two)
 - Install system in office
 - Carole's Computer
 - Karen's Computer
 - Office Assistant's Computer
 - Student Computer
 - Install Website

IV. Anticipated Deliverables

- Project Charter
- Business Requirements
 - Release 1
 - Release 2
- Installation of System
- Installation of Website
- Training Documentation

V. Benefits / Strategies

- Improve accuracy in managing data
- Reduce time to assign and search for a tutor
- Enable Tutees to be assigned to a tutor experienced in that specific class with the specific professor

VI. Communication Plan

What	Who	When	How (format)
Project Charter	Sponsors and Team	Beginning of Project	Project Charter Template
Release One	Sponsors and Team	Mid Term	Installation of Release One
Project Close Out	Sponsors and Team	End of Project	Installation/Meeting/Email

VII. Sign-Offs

I approve this project charter and the resources identified. I understand the objective/scope, high level approach, deliverables, constraints, assumptions, benefits/strategies, and communication plan associated to this project...

Role	Title	Printed Name	Signature	Date
Project Sponsor	Academic Administrator	Carole Basak		
Technical Project Manager	CS Student	Michelle Keehan		

VIII. Version Control

Last Update Date	Last Updated By	Version	Description of Change
N/A	Michelle Keehan	v.1.0	Created document
2/13/2010	Michelle Keehan	V.1.1	Modified to contain Release Two