

Computing Sector
Project Charter

“iTrack”

Version 1.2

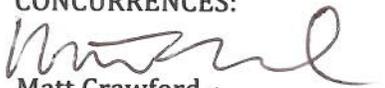
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11 Oct 2012


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16 Oct 2012

Project Sponsors

Date



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10/16/12

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Charter Revision Log

Revision	Description	Effective Date

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1. Project Purpose/Background

As part of the Laboratory's Contractor Assurance System (CAS), we will build an Issues Tracking system for enterprise-level issues. These issues originate from external reviews and audits and internal sources, including issues the Assurance Council designates for tracking.

2. Project Scope

The project includes the following areas: The results of QA assessments, financial audits, science & technology reviews, project reviews, and other issues designated by the Assurance Council. Issues arising from other sources may be directly supported by the product resulting from this work, or the product may be extended as a separate work to support additional issue sources.

Display of the status of tracked issues on the dashboard will be achieved through a separate development effort under the FermiDash project.

3. Project Objectives

Make small changes to the ESHTRK database, and create a web-based front end, that together will

- Be used for entering issues to be tracked, along with responsible individuals and organizations.
- Hold information on corrective action plans (CAPs) and milestones.
- Generate reminders and alerts on data entry or actions that are near or past due dates.
- Allow searching, display, and export of data from issues and reviews.
- Use the terminology appropriate to each supported type of review.

4. Project Deliverables

- A tested system for entering, updating, and searching the issues described above under Project Scope. The system shall also issue reminders and alerts as described under Project Objectives.
- Documentation of the use and maintenance of said system.
- Short training sessions with available stakeholders who will use the system.

5. Project Customers

The customers for iTrack will initially include Finance and Internal Audit, OQBP, OPMO, the Chief Science Officer, and the Assurance Council. Also, any organizational unit or project that is the subject of a covered reviewed is likely to be a user of iTrack.

6. Project Stakeholders

The stakeholders are in the following categories

- Those who perform assessments, audits, or reviews within the laboratory, or are the laboratory POC for external assessments, audits, or reviews.

- Those who raise enterprise issues outside of an assessment, audit, or review, and designate them for enterprise-level attention. (For example, the Assurance Council.)
- Those who have recommendations (or findings, in some terminology) assigned to them to create and carry out corrective action plans (CAPs).
- Those who watch the progress of addressing the recommendations (or findings).

7. Project Time Frame

This project began in mid-August, 2012 and is to be completed by December 30, 2012.

8. Project Budget

CS Activity Name:	INFORMATION SYSTEMS PORTFOLIO / Project / Issue Tracking		
FTL Identifier:	///CS-07687-INFORMATION -Prj..Issue Tracking///		
Task Code:	53.02.32.02.07.01		
	FY12	FY13	Total
Personnel (FTE-yrs)	0.125	0.250	0.375
M&S (\$K)	\$0	\$0	\$0

The effort shown can be broken down as 10% PM, 20% BA and 70% development, testing, and documentation.

9. Project Acceptance Criteria

This project will be considered complete when

- The principal stakeholders have received a demonstration of the product in integration and any remaining issues they raise have been addressed,
- The product has been deployed in production,
- Documentation has been delivered.

10. Flexibility Matrix

	<i>Most Critical (Inflexible)</i>	<i>Moderately Critical (Adaptable / Negotiable)</i>	<i>Least Critical (Accepting / Will Concede)</i>
SCOPE	X		
SCHEDULE			X
RESOURCES		X	

11. Project Organization

11.1. Project Team

Project Sponsors:	Matt Crawford and Jed Heyes
Project Manager:	Matt Crawford
Technical Lead:	Matt Arena
Service Owner:	EA Foundations & Enterprise Apps
Project Team:	Matt Arena, Kevin True
Steering Committee:	Vicky White (chair), Bill Boroski
Management Advisory Team:	Jed Heyes (chair), Cynthia Conger, Irwin Gaines, Dean Hoffer, Kevin Klepper,

11.2. Responsibilities

The Project Sponsor is responsible for obtaining organizational support and commitment of resources to the project; setting scope and providing guidance to the Project Manager and Technical Lead; and addressing obstacles, issues and concerns.

The Project Manager is responsible for achieving the project objectives. This includes preparing and maintaining project documents, coordinating project work activities, and monitoring and reporting on progress against plans. This also includes:

- Developing the project management plan and all related component plans;
- Keeping the project on track in terms of schedule and budget;
- Identifying, monitoring, and responding to risk; and
- Providing accurate and timely reporting of project metrics.

The Project Manager is responsible for coordinating the development and execution of the Project Communications Plan, in consultation with the Project Sponsor and others as appropriate. In the event of a crisis or other unplanned event (for example, a situation that requires backing out of a planned change), the Project Manager is responsible for approving all communications messages sent to affected parties (e.g., stakeholders, customers, project team members, etc.). Depending on the severity of the situation, the Project Manager will consult with the Project Sponsor and Technical Lead as appropriate. In the event that the Project Manager is not available to approve communications, responsibility for approving communications will reside with the Project Sponsor or Technical Lead. Delegation of responsibility will be clearly defined by the Project Manager.

The Technical Lead is responsible for directing the technical work necessary to design, develop, implement, test, and deliver a product, system or service that achieves the project's goals.

Project team members are responsible for:

- Reviewing and understanding the tasks assigned to them
- Meeting the due dates of tasks as assigned
- Communicating the status of assigned items
- Communicating any issues that have a potential to impact progress

The Steering Committee is responsible for monitoring the progress of the project; assisting in the resolution of risks, issues and concerns, and providing guidance and advice to the Project Sponsor and Project Manager.

12. Project Reports

The Project Manager will report status to the Project Sponsor(s) via weekly written status reports. Status meetings will be arranged on an as-needed basis.

The Project Team will meet on a weekly basis to discuss project status, review progress against milestones and deliverables, and discuss risks, issues and concerns.

The Steering Committee will meet as needed to review project progress and risks, and address issues and concerns.