Fermilab

Project Charter

"FTBF Enhanced Web Presence Pilot"

Version 1.0

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DocDB # 5531

PREPARED BY: Katherine Lato, Matt Crawford

CONCURRENCES:

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Project Sponsor	Date	Ruth Pordes Date
		Project Sponsor

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Charter Revision Log

Revision	Description	Effective Date
1.0	Initial project charter	2015-04-17

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1. Background and Project Purpose

The Fermilab Test Beam Facility web site is part of the Fermilab Particle Physics User Facility. It draws hundreds of scientific users from institutions around the world. Web pages can be found at http://ppd.fnal.gov/ftbf/ and https://fermipoint.fnal.gov/organization/ocro/ppd/iftb/.

This project will implement a new web presence for the Fermilab Test Beam Facility (FTBF) to demonstrate how to design and implement usable, maintainable, navigable web content using multiple webpage categories. This pilot will work in parallel with the Fermilab directorate web pilot which will update the existing directorate webpages (http://www.fnal.gov/directorate/, https://fermipoint.fnal.gov/organization/ood/).

2. Project Scope

This project will examine the current state of the user-oriented FTBF web presence and research the desired future state. A future web presence will be designed using WordPress and SharePoint. Existing web content will be adapted and new content created as appropriate in order to

- o Explain to the public what FTBF does, why, and what about it is unique and interesting.
- o Attract outside scientific collaborators to do experiments at the FTBF.
- o Provide an interaction space for facility users to submit questions, learn how to call the control room, ask for beam time, and other things they need to efficiently use the facility.
- o Support effective business processes. For example, to get an experiment, the user needs to be able document all stages of the process, including Particle Physics Division (PPD) workflow.

Goals to be achieved during the project include these:

- o Minimize manual updates needed. For example, currently the Test Experiments Index page has to be manually updated at http://www-ppd.fnal.gov/FTBF/TSW/index.html. The latest version of each document should be available without manual intervention.
- o Minimize manual tracking. Currently on Request Beam/Propose a Test Experiment requires sorting through emails, and remembering to schedule the request. http://www-ppd.fnal.gov/FTBF/BeAUser/Page1.html—if this could be automated, that would be useful.
- o Avoid duplicating information that belongs elsewhere at Fermilab. For example, the "Obtain a Fermilab ID" information on http://www-ppd.fnal.gov/FTBF/BeAUser/Page2.html should reference the WDRS User Office page on Fermilab ID: http://wdrs.fnal.gov/users/fermi_badges.html.

Various types of web pages will be migrated, updated, or created:

- o Collaborator pages—how to become users.
- o Operational support pages—support available to users.
- o Dashboards—summarized visual representations with drill-down capability for more information.
- o Performance page focused at Department of Energy (DOE) level.
- o Public-facing pages listing every experiment using the FTBF with the history and previous versions of these pages preserved.
- o Public-facing educational information on the facility geared toward political understanding of the role of the FTBF.

This project will also deliver a recommended plan for ongoing maintenance, including how to provide and update the content, and training on maintaining the web pages.

3. Project Objectives

Besides creating a new web presence for FTBF, this project will gain knowledge of how to design and implement web content spanning multiple webpage categories in support of scientific services. This effort builds on the Web Content Management Pilot Summer project which submitted its final report in Sempter 2014.

3.1. Connection With Other Projects

This project will be coordinated with the Directorate website, News Portal, and WordPress software-as-a-service (SaaS) projects. It directly depends on the latter.

4. Project Deliverables

Deliverables include:

- Enhanced web pages for FTBF prototyped through whatever mechanisms are most appropriate for the content of the page.
- Recommendations for web content for FTBF and how to provide and update that content going forward.
- Appropriate security documentation.
- Sorting current pages into categories of 'keep', 'archive' and 'redo'.
- Suggested reasons for which WCMS to use for particular pages.
- Estimate on time required to implement proposed web pages.

5. Project Customers

- Office of Research – PPD – Patty McBride (Head of PPD), Eric James (Associate Head of PPD), Karen Kephart (Assistant Head Technical Support of PPD)
- Fermilab Users

6. Other Project Stakeholders

- Fermilab Office of Communication
- Fermilab Senior Management

7. Project Time Frame

All deliverables are to be in place by 7½ months after the approval of this charter.

8. Project Budget

CS Activity Name:	COMMUNICATIONS / Project / Web Modernization Pilots		
FTL Identifier:	CS-09573-COMMUNICATIO-Prj..Web Modernizatio		
Task Code:	50.03.05.02.01.06		
	FY15	**FY16**	**Total**
Personnel (FTE-yrs)	0.5	0.25	0.75
M&S ($K)	0	0	0

9. Project Acceptance Criteria

This project will be considered complete when all web resources are deployed in production, tested, and approved by the sponsor, and all documents listed in section 4, Project Deliverables, have been stored in the appropriate locations.

10. Flexibility Matrix

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

11. Project Organization

11.1. Project Team

Project Sponsor:................. Aria Soha and Ruth Pordes

Project Manager/BA: .... Matt Crawford

Technical Lead: .... Katherine Lato

Service Owner: .... TBD

Enterprise Architecture:... Scott Nolan

Steering Committee:......... (Chair), (Joint with Directorate Pages Pilot)

OC Liaison: .... Leah Hesla

OCIO Liaison:................... Marcia Teckenbrock

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 primarily responsible for:

- Preparing and maintaining project management artifacts such as the charter, budget, schedule, status reports, and lessons learned.
- Coordinating project work activities
- Monitoring and reporting on progress against plans. This also includes:
  - o Developing the project management plan and all related component plans
  - o Keeping the project on track in terms of schedule and budget
  - o Managing project scope, including overseeing project change control
  - o Identifying, monitoring, and responding to risk
  - o Providing accurate and timely reporting of project metrics

- Non-technical requirements and specifications, and related non-technical documentation
- Non-technical decisions in the project
- Coordinating the development and execution of the project communications plan, in consultation with the project sponsor and others as appropriate.

  o In the event of a crisis or other unplanned event (for example, the backing out of a planned change), the project manager is responsible for approving all communications messages sent to affected parties, such as stakeholders, customers, users, and project team members.
  o Depending on the severity of the situation, the project manager will consult with the project sponsor and technical lead as appropriate.
  o 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 the project achieving its objectives, directing the technical work necessary to design, develop, implement, test, and deliver a product, system or service that achieves the project's objectives. The technical lead is primarily responsible for:

- Technical requirements, specifications, and design documentation
- Insuring that the technical design meets the technical requirements and specifications
- Technical decisions in the project
- Directing the technical work performed by the project team

The Enterprise Architecture Group will review project charters and major scope changes. Their concern is to ensure that the architectural integrity of our systems is maintained.

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 Steering Committee, which is joint with other web modernization pilot projects, will meet monthly to review project progress and risks, and address issues and concerns.