Fermilab

Computing

Project Charter

WordPress SaaS Implementation
on Central Web Server

CS-doc-5510

Version 1.0

2015-02-11

PREPARED BY: Steve Jones/Matt Crawford

CONCURRENCES:

John Bakken	Date	Michael Rosier	Date
Project Sponsor		Head, ESO	

Charter Revision Log

Revision	Description	Effective Date
0.1	Initial draft.	12/18/14
0.2	Updated draft after review	01/06/15
0.3	Revised by MC	2015-02-03

Table of Contents

1. Project Purpose/Background

The purpose of this project is to create an enterprise level WordPress Software as a Service (SaaS).

2. Project Scope

The scope of this project is to have WordPress implemented and supported on a Central Web Server as an enhanced service offering under the Ccentral Web Hosting Service Level Agreement (SLA).

3. Project Objectives

The establishment of WordPress as a service will benefit Fermilab extensively. This service is widely supported and is completely scalable. It can be set up securely to enable use on public and internal Sites while protecting the Lab from intrusion and attacks. The objective is also to set up this SaaS to be managed and supported without additional FTEs.

4. Project Deliverables

Roll out a centrally managed production service with WordPress as a service.

5. Project Customers

Any Fermilab organization in need of a light-weight web content management system to enable them to create a customized web site and related web pages to support their organiztion.

6. Project Stakeholders

Core Computing Division	Jon Bakken
Enterprise Services Operations	Mike Rosier
Web Systems Administration	Peter J. Rzeminksi II
Fermilab Site Owners and Content Editors using WordPress	

7. Project Time Frame

December 2014 through July 2015

8. Project Budget

CS Activity Name:	Central web Hosting/Project/Central Web Service/WordPress SaaS		
FTL Identifier:	TBD		
Task Code:	CS/TBD		
	FY2015	**FY2016 and beyond, annually**	**Total through FY2016**
Personnel (FTE-yrs)	0.525	0.0125	0.5375
M&S ($K)	$0.3	$0.15	$0.45

9. Project Acceptance Criteria

This project will be considered complete when the following conditions have been met:

1. Deliver WordPress as a service per above.
2. Develop necessary Support Documentation.
3. Develop an Architecture Design Document.
4. Conduct and document a Risk Assessment.
5. Update Web SLA with WordPress as an Enhanced Offering.

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: Jon Bakken

Project Manager: Matt Crawford

Technical Lead: Peter J. Rzeminski II

Service Owner: Peter J. Rzeminksi II

Project Team: Andrew Duranceau, Patrick Riehecky, Andy Romero

Steering Committee: Mark Kaletka (Chair), Maura Barone, Elliott McCrory, Art Lee, Brian Nord, Ruth Pordes, Michael Rosier

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;

- - Keeping the project on track in terms of schedule and budget
    - Managing project scope, including overseeing Project Change Control
    - Identifying, monitoring, and responding to risk
    - 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.
    - 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.
    - 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 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
- Service Management topics, including ITSM Service Design and Change Management, working with the service owner
- Technical decisions in the project
- Directing the technical work performed by the project team

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 monthly 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 weekly to review project progress and risks, and address issues and concerns.