Fermilab

Project Charter

Fermilab News Portal

Version 1.0
2015-04-08

DocDB # CS-doc-5530

PREPARED BY: Matt Crawford

CONCURRENCES:

Katie Yurkewicz	Date	Rob Roser	Date
Project Sponsor		CIO	

Charter Revision Log

Revision	Description	Effective Date
1.0	Initial approved project charter	2015-04-08

Table of Contents

1. Project Purpose

The purpose of this program is to implement a first production-ready version of the Fermilab News Portal in order to understand a usable and maintainable architecture, design and implemention. This project will work in parallel with the Fermilab Directorate and Fermilab Test Beam Facility web pilots.

The news portal created by this project is expected to serve in production for some time and yield experience that informs a possible follow-on project.

The Fermilab News Portal will be used by the Office of Communication to publish electronic news and distribute select news items to different Fermilab stakeholder groups by email newsletters and web syndication, and by members of the Fermilab community as a bulletin board. Distribution of news items is to be directly on a server that is part of the system.

2. Project Scope

Develop and deploy into production a usable, maintainable news portal that feeds customized streams of news by email to various distinct audiences; maintains a useful archive of news items of selected categories; provides metadata-tagged syndication streams to other Fermilab web servers; and includes a bulletin board in which authenticated users may post and comment on specified topics.

Included in this project will be recommendations for a maintenance plan, including how to provide and update the content, and training on maintaining the web pages.

3. Project Objectives

Learn how to architect, design and implement a production news portal for deployment in 2017 or 2018. This effort builds on the Web Content Management Pilot Summer project which submitted its final report in September 2014.

3.1. Connection With Other Projects

This project will be coordinated with the Directorate website, Fermilab Test Beam Facility web presence and WordPress software-as-a-service (SaaS) projects.

4. Project Deliverables

The project will comprise two phases. The first phase's deliverables include:

- Periodic (including daily) and ad hoc publication to multiple email lists based on tagged content and editorial control.
- Processes and procedures for authoring, editing, versioning, classifying, tagging and approving news information.
- A web interface to archives of the news information.
- A web interface to current news.
- A bulletin board to which authenticated users can post and comment.
- Appropriate security documentation.

The second phase adds:

- A syndication source that other websites may subscribe to.

- A working example of syndicated content appearing on another Fermilab website.
- Recommendations for a possible follow-on implementation of a news portal in the next two years.
- Evaluation and estimates of resources needed for a production system.

5. Project Customers

- Office of Communication
- Director and chief officers
- Fermilab users
- Fermilab staff

6. Other Project Stakeholders

- Fermilab management
- Operators of some other Fermilab websites

7. Project Time Frame

The deliverables of the first phase are to be in place by August 31, 2015. The second phase is to be complete by December 31, 2015.

8. Project Budget

Office of Communications (OC) personnel do not report time to project activities. They time they will spend on this project is estimated here and will be reported in weekly estimates outside of FTL.

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**
FTE•yr OCIO	0.35	0.25	0.60
FTE•yr (OC)	0.75	0.25	1.00
M&S ($K)	50	15	65

9. Project Acceptance Criteria

This project will be considered complete when all deliverables are in place and accepted by the sponsor and senior laboratory management.

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 .....Katie Yurkewicz

Project Manager/BA .Matt Crawford

Technical Leads.....Lauren Biron (OC), Marcia Teckenbrock (OCIO)

Service Owner .....TBD

Project Team .....Kevin Munday, Leah Hesla

Steering Committee...Common with Directorate Web Site and Fermilab Test Beam Facility Pilot: Matt Crawford (Chair), Timothy Meyer, Rob Roser, Katie Yurkewicz, Ruth Pordes, Aria Soha, Mandy Rominsky, Katherlne Lato, Maura Barone, Lauren Biron, Marcia Teckenbrock, Kurt Riesselmann, Jon Bakken, Jin Chang

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:
    - 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 leads are 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 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 and to the Computing Project Status meeting twice a month. Other reporting meetings will be arranged as needed.

The project team will meet at least weekly to discuss project status, review progress against milestones and deliverables, and discuss risks, issues and concerns.

The steering committee will meet monthly to review project progress and risks and address issues and concerns.