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## Charter & Scope Statement Web & Portal Redesign

Brookdale Community College

May – October, 2012

**Table of Contents**

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**PROJECT PURPOSE AND JUSTIFICATION** 3

**EXECUTIVE SUMMARY** 3

**PROJECT SCOPE AND DELIVERABLES PROJECT INFORMATION** 4

**OBJECTIVES** 4

**PROJECT START AND END DATES** 4

**PROJECT STAKEHOLDERS** 4

        EXECUTIVE SPONSOR: 4

        SENIOR MANAGEMENT: 4

        ALTERNATE CONTACT: 4

        PROJECT MANAGER 4

**CORE PROJECT TEAM MEMBERS** 4

**PRODUCT ACCEPTANCE CRITERIA** 5

**PROJECT MILESTONES** 5

**PROJECT CONSTRAINTS, ASSUMPTIONS** 6

**CONSTRAINTS** 6

**DELIVERABLES** 6

## Project Purpose and Justification

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Brookdale Community College wants to redesign their current website. They will be using the WordPress Content Management System and hosting the site at a location to be determined. They will also be including some portal integration with the project as well

## Executive Summary

This document defines the high-level details of the project, which entails the Project Charter and Scope statement. A detailed scope of deliverables and requirements will be documented in the Specifications document.

This project will utilize Ellucian's Higher Ground Methodology to successfully transition the current website to the new format. The steps to accomplish this are listed below:

- Finalize deliverables list
- Create Project Plan
- Weekly project Meetings
- Deliver requirement specifications
- Upon acceptance of requirement specifications and wireframes, begin Design Process
- Review/signoff on approved design
- Begin production on web pages
- Review & assess as web pages are built
- User acceptance testing

## Project Scope and Deliverables Project Information

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### Objectives

The Brookdale County College Website redesign project is a five-month project that will re-style, rework and replace the current website, landing pages interior page content formats. It will also be retooling some of the portal pages

### Project Start and End Dates

May 14, 2012 – October 30, 2012

### Project Stakeholders

#### Executive Sponsor:

Brookdale Community College

#### Senior Management:

Camille Shelley, CIO / Brookdale Community College

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#### Alternate Contact:

Jennifer Carrozzelli Manager, Telecommunications, Brookdale Community College

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#### Project Manager

Michelle Shadrake, Practice Delivery Manager, Central Services

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### Core Project Team Members

- Lucas Stark, Team Lead / Senior Web Developer
- Jason Cook, Web Designer, Ellucian
- Larry Kelly, Senior Web Developer
- Lawrence Reilly, Senior Web Designer

## Product Acceptance Criteria

At the completion of each model into Production and error free of product operational issues, Ellucian will require the client to approve the models through the approval of a Deliverable Acceptance form. At the final completion of the website design for the client and in accordance with the services and deliverables outlined in the Project Scope and Deliverables, Brookdale Community College will be required to approve all project deliverables through the Client Letter of Acceptance.

All Project Deliverables from the phases are reviewed and approved by project stakeholders, executive sponsors—Ellucian and Client.

The project success criteria have been met when the client has validated that all major commitments and deliverables have been completed.

## Project Milestones

Milestones	Start Date	End Date
Finalize deliverables list	5/14/2012	6/20/2012
Planning	5/14/2012	6/27/2012
Content Planning	5/14/2012	6/27/2012
Design Phase	7/2/2012	
Define Additional Applications and Requirements	7/1/2012	7/31/2012
CMS Integration Phase	8/1/2012	8/16/2012
Training	8/15/2012	10/30/2012
Build Site	8/15/2012	10/30/2012
Final Implementation	8/15/2012	10/30/2012
Micro site Development	8/15/2012	10/30/2012

## Project constraints, assumptions

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### Constraints

Brookdale Community College needs to have clear, specific and detailed requirements given to core project team in a timely fashion.

### Deliverables

1. Project Management
2. Design Recommendations and content layout design guidance for new site.
3. 1<sup>st</sup> & 2<sup>nd</sup> Tier Architecture Design for Website and for Portal
4. Home Page
5. Inner Page Templates
6. Install, Customize & Configure Core applications and plug-ins
7. WordPress Theme
8. Training Programs
9. Train Content Trainers
10. Site Structure & Content
11. Move Development Site to Production