

# Jamestown Reading Navigator 2.1 Project Charter

Author	Date	Version	Comments
Mike Earley	03/05/2007	1.0	
Mike Earley	03/09/2007	1.1	Updates from 03/07
Mike Earley	03/12/2007	1.2	Updates from 03/09 review
Mike Earley	03/20/2007	1.3	Updates from 03/16 Status meeting
Mike Earley	03/23/2007	1.4	Updates from 03/23/2007 Editorial Meeting
Mike Earley	04/03/2007	1.5	Changed 003 to reflect Spanish Glossaries are global, not Florida-specific; Updated budget, Project Staffing estimate info
Mike Earley	04/05/2007	1.6	Minor change to requirement 011— instead of 4 new PDFs and 20 changed PDFs, it is now 2 new PDFs and 15 changed PDFs.
Brian Albrecht	04/12/2007	1.7	Added feature 012 -- editorial request to clarify the Assign/Edit grades page.
Mike Earley	04/17/2007	1.8	Updated budget information, schedule information.
Mike Earley	04/24/2007	1.9	Scope Changes from LAUSD, Broward County visits
Brian Albrecht	5/2/2007	2.0	002 placed out of scope by sales/editorial request.

## Project Name

Jamestown Reading Navigator 2.1

## Project Description

The goal of JRN 2.1 is to update JRN for Florida Adoption.

# ***Jamestown Reading Navigator 2.1***

## **Project Charter**

### **Group Manager**

Mark Mooney, Global Technology Solutions

### **Project Manager**

Mike Earley, Senior Project Manager, Media Technology

### **Project Owner**

David Morrow, Editor, School Solutions Group

### **Project Team**

- David Morrow, representing the Business Unit and managing scope and project timeline, as well as coordination of User Acceptance Testing process
- Mike Earley, representing Media Technology, and project-managing the Media Technology team
- Doug Fuerst, representing MT Development as Team Lead
- Rukmini Nanduri, representing MT Development as MTQA Lead
- Brian Albrecht, representing MT as Business Analyst

### **Business Opportunity or Problem**

JRN 2.0 must be updated to support the Florida Adoption. There are specific requirements that Florida has for JRN, in order for JRN 2.x to be considered a successful implementation for the state of Florida.

## **Jamestown Reading Navigator 2.1 Project Charter**

### **Initial Scope Statement**

The scope of the project is as follows:

<b>ID</b>	<b>Requirement</b>	<b>Notes</b>	<b>Market Need</b>	<b>Ready for MT?</b>	<b>Iteration</b>
001	Florida-specific report accessible only to Florida users through the LMS.	Accessible by Florida teachers only—see requirement 010 for more details.	Florida Adoption—State	Yes	I-2
003	PDFs of Haitian-Creole and Spanish glossaries, accessible through LMS Downloads tab for Teachers only. There are a total of 12 PDFs—6 Spanish, 6 Haitian-Creole.	Haitian-Creole glossaries should be accessible by Florida teachers only—see requirement 010 for more details. Spanish glossaries are global to application.	Florida Adoption—State	Yes	I-1
007	Separation of review reading skills in Student Scores Report—This was postponed from the initial V 2.0 release but must be incorporated in the Florida release.	We have mostly defined requirements, but are fleshing out final details with David on 03/05/2007	?	Yes	I-1
008	Re-design of Progress Monitoring Reports (Admin and Teacher) into a graph format.	Per David, "Editorial intends to seek input from Research Group before finalizing requirements for these reports."	?	No—pending final design	I-2
009	Any Test Director items, plus other fixes as defined by Engineering, from 2.0 release that must be fixed for the 2.1 release.	This list must be finalized and provided by Editorial.	Customer Satisfaction	Yes	Both

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<b>ID</b>	<b>Requirement</b>	<b>Notes</b>	<b>Market Need</b>	<b>Ready for MT?</b>	<b>Iteration</b>
010	<p>Specific features and assets in the product can be defined as “conditionally displayed” to a user, based on that user’s demographic.</p> <p>Specifically, per requirements 001, 002, 003, 004 above, we need to be able to make certain assets (reports, PDFs, etc) available ONLY to Florida teachers, students, and administrators.</p>		Florida Adoption—State	Yes	I-1
011	PDFs regarding Teacher Resource Guide updates—2 new PDFs and 15 changes to existing PDFs.	Global resources available to all teachers.	Maintenance	Yes	I-1
012	Clarify legend and functionality associated with the Assign/Edit Grades interface		Requested by editorial and sales	MT is already implementing changes. Will need to get approval from editorial for the documentation.	I-2
013	Correct the LP/LMS Refresh issue, where the LMS is allowing the student to re-launch an activity they have already completed, because the LMS has not refreshed yet.	Solution is to turn “start” button into text indicating “please wait for LMS refresh” or something appropriate	Enhancement requested by Sales/Customers	Yes	I-2

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<b>ID</b>	<b>Requirement</b>	<b>Notes</b>	<b>Market Need</b>	<b>Ready for MT?</b>	<b>Iteration</b>
014	Correct the students' ability to cheat through various means, including running multiple versions of the LP, not committing changes in the LP, etc.	Doug has defined all the current "cheating" issues in a document—refer to document.	Enhancement requested by Sales/Customers	Yes	I-2

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### **Out of Scope**

The following items have been determined to be out of scope for the 2.1 release.

<b>ID</b>	<b>Requirement</b>	<b>Notes</b>	<b>Florida Adoption?</b>	<b>Ready for MT?</b>	<b>Iteration</b>
002	Florida correlations and specifications made available as PDFs through the LMS Downloads page. These PDFs would be accessible to teachers only. There are between 5 and 7 PDFs.	Accessible by Florida teachers only—see requirement 010 for more details.	Florida Adoption—State	Yes	I-1
004	PDFs of Haitian-Creole and Spanish glossaries, accessible by the students on Vocabulary Journal page. There are a total of 12 PDFs—6 Spanish, 6 Haitian-Creole. The Haitian-Creole glossaries would be accessible by Florida students only (2.1-010).	Accessible by Florida students only—see requirement 010 for more details.	Customer Satisfaction	Yes	I-1
005	Single-sign-on for users through existing school portals.	Potential requirements being driven from Client Services (Kim Bush) on ensuring a solution that can be implemented easily (i.e. without weeks of manual effort by MHE).	NO	No—need further definition of a single sign-on solution that is acceptable to Florida and meets internal requirements.	I-2
006	Hyperlinks from lesson plans to “materials cited”. <b>This requirement lacks detail, and is pending more information from Mary Russick.</b>	Accessible by Florida students only—see requirement 010 for more details.	Florida District Adoption (?)	No—we are not clear on what this requirement entails, and will need more information if it is to remain in scope.	I-2

# **Jamestown Reading Navigator 2.1 Project Charter**

## **Assumptions**

The assumptions for this project include:

- Final details of any outstanding requirements can be finalized within a timeframe that allows for successful completion of those requirements into the product
- The requirements, as provided above, are the final requirements for the 2.1 release
- The project timeline will allow for a full set of UAT performed by Editorial QA
- The production move will be executed in a less stressful fashion than 2.0's production move
  - Pending a "Lessons Learned" from 2.0 and suggested improvements
- All defects will be logged and tracked in Test Director when they are found
- All feature documentation (e.g. Use Cases, Requirements Docs, Wireframes) will be reviewed by the [Project Team](#) for validation and signoff purposes

## **Constraints**

The constraints for this project include:

- The project has a 05/27/2007 release date
- The Florida Adoption requirements, as defined, are necessary for this 2.1 release, and cannot change or be left out of this release

## **Project Cost Estimate**

The budget below represents the budget information as of 03/30/2007.

<b>JRN 2.1 Budget</b>	
<b>Original Forecast \$\$</b>	\$143,417
<b>Current Forecast to Complete \$\$</b>	\$139,565
<b>Spent \$\$</b>	\$48,589
<b>Remaining \$\$</b>	90,976
<b>Variance \$\$</b>	<b>\$ 3,852</b>

## **Project Staffing Estimate**

<b>Resource Group</b>	<b>Lead</b>	<b>Estimated Staff</b>
LMS Engineering	Doug Fuerst	1 onshore, 2 offshore
LP Engineering	Doug Fuerst	1 internal
RMS Engineering	Doug Fuerst	0 resources
Production	Manoj Deori	1 offshore part-time
MTQA	Rukmini Nanduri	1 onshore, 1 offshore
Project Management	Mike Earley	1 internal
Business Analysis	Mike Earley	1 internal

## **Anticipated Funding Source**

Editorial, School Solutions Group

## **Criteria for Success**

This section intends to define a successful project. The following measures will be used to measure this project's success or failure:

## **Jamestown Reading Navigator 2.1 Project Charter**

- Project moves to production on required date of 05/01/2007
- Project's Florida Adoption scope is successfully implemented (see Market Need column in [Initial Scope Statement](#))
- Project's non-Florida Adoption scope is implemented as well as possible based on established constraints
- All New-to-2.1 "Urgent" defects found in Test Director are successfully fixed and tested before Production
- Any yet-to-be-defined requirements (001, 006) must be re-assessed, for feasibility purposes, to determine if they can be completed within the timeline or not—Deadline for this is 03/23 to guarantee project success
- All feature documentation is signed off by the [Project Team](#)
- Management of item 009 Test Director Defects is an ongoing process between Editorial and MT in terms of managing scope—there must be an understanding that MT Engineering will spend time on defects based on availability after Florida Adoption requirements, and defects added during the identified schedule (below) may or may not be completed, based on timing—specifically: *when the item is added to the list, the available time MT Engineering has to complete the work, and the urgency of the defect compared against other remaining Engineering work*



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**Project Charter**

**Project Duration Estimate**

Current project duration is 03/12/2007 through 06/03/2007.

**Estimated Feasibility Start Date**

03/12/2007

**Target Project Delivery Date**

06/03/2007