I. Project Description
   ▪ Upgrade the Academic Support Tutor Monitoring and Scheduling System by identifying and integrating enhancements and new features.

II. Project Objective/Scope
   ▪ Work with Carole to find modifications
   ▪ Review documentation and study the current system to recommend modifications.
   ▪ Problem Statement: Changes occur every year for register requirements, therefore the Tutor system needs to be updated to reflect these changes for ease of assigning tutors.

III. Anticipated High Level Approach
   ▪ Milestone One: Define
     ▪ Review the system for familiarity
     ▪ Meet with Carole to discuss changes
     ▪ Meet with Tutors to discuss changes
     ▪ Generate project charter
     ▪ Generate Business Requirements
     ▪ Meet with Carole to discuss Requirements
     ▪ Milestone Two: Develop (Release One)
     ▪ Implement changes to code
     ▪ Milestone Three: Deploy (Release One)
     ▪ Test Release One changes
     ▪ Installation of Release One
   ▪ Milestone Two: Define (Release Two)
     ▪ Generate Business Requirements
     ▪ Meet with Carole to discuss Requirements
     ▪ Milestone Three: Develop (Release Two)
     ▪ Implement changes to code
     ▪ Milestone Four: Deploy (Release Two)
     ▪ Install system in office
     ▪ Carole’s Computer
     ▪ Karen’s Computer
     ▪ Office Assistant’s Computer
     ▪ Student Computer
     ▪ Install Website

IV. Anticipated Deliverables
   ▪ Project Charter
   ▪ Business Requirements
     ▪ Release 1
     ▪ Release 2
   ▪ Installation of System
   ▪ Installation of Website
   ▪ Training Documentation

V. Benefits / Strategies
   ▪ Improve accuracy in managing data
   ▪ Reduce time to assign and search for a tutor
   ▪ Enable Tutees to be assigned to a tutor experienced in that specific class with the specific professor

VI. Communication Plan

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
<th>How (format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Charter</td>
<td>Sponsors and Team</td>
<td>Beginning of Project</td>
<td>Project Charter Template</td>
</tr>
<tr>
<td>Release One</td>
<td>Sponsors and Team</td>
<td>Mid Term</td>
<td>Installation of Release One</td>
</tr>
<tr>
<td>Project Close Out</td>
<td>Sponsors and Team</td>
<td>End of Project</td>
<td>Installation/Meeting/Email</td>
</tr>
</tbody>
</table>

VII. Sign-Offs
   I approve this project charter and the resources identified. I understand the objective/scope, high level approach, deliverables, constraints, assumptions, benefits/strategies, and communication plan associated to this project…

<table>
<thead>
<tr>
<th>Role</th>
<th>Title</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sponsor</td>
<td>Academic Administrator</td>
<td>Carole Basak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Project Manager</td>
<td>CS Student</td>
<td>Michelle Keehan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VIII. Version Control

<table>
<thead>
<tr>
<th>Last Update Date</th>
<th>Last Updated By</th>
<th>Version</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Michelle Keehan</td>
<td>v.1.0</td>
<td>Created document</td>
</tr>
<tr>
<td>2/13/2010</td>
<td>Michelle Keehan</td>
<td>V.1.1</td>
<td>Modified to contain Release Two</td>
</tr>
</tbody>
</table>