

Project Charter

Instructions: A Project Charter announces that a new project has begun. The purpose of the charter is to demonstrate management support for the project and the project manager. The charter clearly establishes the project manager's right to make decisions and lead the project.

Sponsor Gary Aerts **Date** Nov. 18, 2008

Title of Project Campus Portal Infrastructure for E-Commerce

Project Manager Grace Wang

Charter **Magento is a feature-rich Open Source eCommerce Platform.**

This project is to identify the technology components requirements which include hardware and software requirements, customer technical support and merchants training needed to launch phases eCommerce at UNL.

A phases TCO (Total Cost of Ownership) report will be generated for this project as well as recommendations as to how such as service can be financially sustained over time.

Statement of Work

Instructions: This document identifies the goals, constraints, and success criteria for the project. The project manager should initially prepare a draft of the Statement of Work, then submit it to the stakeholders for their review and comments until there is overall agreement.

<i>Title of Project</i>	Campus Portal Infrastructure for E-Commerce		
<i>Date Prepared</i>	Nov 18, 2008	<i>Date Adopted</i>	Nov 18, 2008

Stakeholders

Sponsor	Gary Aerts
Project Manager	Grace Wang
Management	IS Exec
Project Team	Robert Crisler (University Communications) Brett Bieber (University Communications) Seth Merando (University Communications) Liqiang Chen (Information Services) <u>Consultant</u> Paul Brannen (Information Services)
Users & Customers	N/A – It's a cost estimation project Potential Users & Customers: 47 Merchants at UNL campus wide
Other Stakeholders	Risk: Assume all merchants will use this system

Objectives and Constraints

Purpose Identify the technology components and support needed including hardware and software, create a TCO report and financial suggestion.

Scope This project is to estimate the Total Cost of Ownership (TCO) to implement campus wide e-Commerce solution which include estimating hardware and software cost for Magento system to run low failover in production for five years and estimate system administration, application development, maintenance and troubleshooting, merchant training and support, products preparing and distribution, customer support and project management cost for all three phases.

Assumption:

Divide 47 merchants into three phases.

First phase: tangible merchants. So far, there are 3 merchants which include Dairy store, N-Shop, CIT. More merchants expected join later.

Second phase: intangible merchants for digital download such as downloading software, digital photos etc. Merchants include CIT, EE&O, Geo-science ect.

Third Phase: special ordering for deploying special functions such as tickets ordering with seat maps, different price tags and discount level etc. Merchants include such as Lied Center etc.

Not Include in this project scope

- **Not include Tuition/ Fee payment.**
- **Not include marketing such as convincing merchants use our product.**
- **Not include how to delivery merchandise.**
- **It is a cost estimation project, not include software implementation.**

Deliverables

- 1. Create a TCO report for the phases eCommerce project**
- 2. Recommendations as to how such as service can be financially sustained over time.**

Cost Estimate N/A

Schedule Estimate Nov 18, 2008 – June 30, 2009

Milestones:

- | | |
|---------------------------------------|-----------------------|
| 1. Divide into three phases; | Nov 25, 2008 |
| 2. First Phase TCO estimation; | Jan 30, 2009 |
| 3. First Phase TCO estimation; | Feb 28, 2009 |
| 4. First Phase TCO estimation; | March 30, 2009 |
| 5. TCO draft version | April30, 2009 |
| 6. Recommendations | May 31, 2009 |

Communications Plan

Instructions: This document describes the communications procedures – including meetings – that are to be followed for the project. The project manager should initially prepare a draft of the Communications Plan, then submit it to the stakeholders for their review and comments until there is overall agreement. The Communications Plan should accompany the Statement of Work.

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<i>Date Prepared</i>	Nov 18, 2008	<i>Date Adopted</i>	Nov 18, 2008

Stakeholders

Sponsor	Gary Aerts: <ul style="list-style-type: none">- Verbal and Email communication as needed;- Project status post on IS web site and update bi-weekly.
Management	IS Exec <ul style="list-style-type: none">- Project status post on IS web site and update bi-weekly.- Represent the project as needed.
Project Team	- Meet weekly every Monday from 10 – 11 at 403LL
Users & Customers	N/A – It's a cost estimation project Potential Users & Customers 47 Merchants across the campus Meet with customers if needed.