

# 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** 7 Dec, 2008

<b>title of project</b>	Efficient guest account creation
<b>project manager</b>	Paul Erickson
<b>charter</b>	This project will continue the work being done by the Identity Management Program to provide a method of generating and cleaning up users (usernames, passwords, and identifying information) for individuals not already accommodated by either SIS or SAP processes.

## Communications Plan

Instructions: This document identifies 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.

<b>title of project</b>	Efficient guest account creation		
<b>date prepared</b>	7 Dec, 2008	<b>date adopted</b>	

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### *Stakeholders*

<b>sponsor</b>	weekly meetings
<b>management (exec. committee)</b>	updates and conversation at regular IDM-steering committee meetings on 2 <sup>nd</sup> and 4 <sup>th</sup> Thursdays of each month (including agendas and notes), with other communication as needed
<b>project team</b>	updates and conversation at regular IDM-project team meetings on 1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays of each month (will apply to any users, customers, or stakeholders as they are pulled in to the project team to help with testing or documentation), with other communication as needed
<b>users &amp; customers</b>	documentation available via the My.UNL site (and other clients as they come online) and awareness campaign for at-large users and specifically identified users, customers and stakeholders around changes to My.UNL service

## 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.

<b>title of project</b>	Efficient guest account creation	
<b>date prepared</b>	7 Dec, 2008	<b>date adopted</b>

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### *Stakeholders*

<b>sponsor</b>	Gary Aerts
<b>project manager</b>	Paul Erickson
<b>management (exec. committee)</b>	<ul style="list-style-type: none"><li>• IDM-Steering Committee</li></ul>
<b>project team</b>	<ul style="list-style-type: none"><li>• IDM Project Team</li><li>• project team will pull in users, customers and other stakeholders as needed for documentation and testing</li></ul>
<b>users &amp; customers</b>	<ul style="list-style-type: none"><li>• CCFL</li><li>• EE&amp;O</li><li>• Extension</li><li>• Information Services: My.UNL (Blackboard) team</li><li>• My.UNL users (account holders at-large)</li></ul>
<b>other stakeholders</b>	<ul style="list-style-type: none"><li>• ITS Help Center</li><li>• Jon Wilson</li><li>• IS Training Services</li></ul>

# Statement of Work

## Objectives and constraints

<b>purpose</b>	This project will continue the work being done by the Identity Management Program to provide a method of generating and cleaning up users (usernames, passwords, and identifying information) for individuals not already accommodated by either SIS or SAP processes.
<b>scope</b>	<p><i>Anything not listed below is considered to be out of scope for this project - unless agreed upon by project manager, sponsor, and a majority of the management, and project teams.</i></p> <ul style="list-style-type: none"><li>• development of a mechanism for creating sponsored guests<ul style="list-style-type: none"><li>• creation</li><li>• tracking</li><li>• cleanup</li></ul></li><li>• testing mechanism</li><li>• developing documentation for end-users</li><li>• developing documentation for support team</li><li>• awareness campaign for users and departments</li><li>• deployment</li></ul>
<b>risks</b>	<ul style="list-style-type: none"><li>• this project is part of an ongoing program which has no identified budget, no ongoing funding, and personnel resources that are donated to the project or spread thinly</li><li>• hardware, consulting, and software licenses for the Identity Management have been purchased with one-time project funding and have no ongoing commitment for maintenance or improvement</li><li>• the comprehensive budget request for Identity Management does not include any funding for new initiatives or exploring emerging technologies, which will affect the Identity Management program as it grows and evolves</li></ul>
<b>deliverables</b>	<ul style="list-style-type: none"><li>• tool for creation/tracking/cleanup of sponsored guests</li><li>• documentation of tool for end-users and departments</li><li>• documentation of tool for support teams</li><li>• awareness campaign</li></ul>
<b>cost estimate</b>	See IDM comprehensive budget request
<b>schedule estimate</b>	<ul style="list-style-type: none"><li>• documentation of tool for support teams - January, 2009</li><li>• beta tool installed - January, 2009</li><li>• beta tool available for testing - February, 2009</li><li>• documentation for end-users and departments - April, 2009</li><li>• awareness campaign for end-users and departments - April, 2009</li></ul>