

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

title of project

Single sign-on to web-based services

project manager

Paul Erickson

charter

Building upon the work already underway by the Identity Management Program, this project will provide web single sign-on services that would allow a user to login once; but be able to pass to other, cooperative web services without having to login again.

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.

title of project	Single sign-on to web-based services		
date prepared	7 Dec, 2008	date adopted	

Stakeholders

sponsor	weekly meetings
management (exec. committee)	updates and conversation at regular IDM-steering committee meetings on 2 nd and 4 th Thursdays of each month (including agendas and notes), with other communication as needed
project team	updates and conversation at regular IDM-project team meetings on 1 st and 3 rd 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
users & customers	awareness campaign targeted toward developers (client service providers) using channels like the LDAP-user list, NU-Tech, the UNL Web Developer's Network, etc.

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.

title of project	Single sign-on to web-based services		
date prepared	7 Dec, 2008	date adopted	

Stakeholders

sponsor	Gary Aerts
project manager	Paul Erickson
management (exec. committee)	<ul style="list-style-type: none">• IDM-Steering Committee
project team	<ul style="list-style-type: none">• IDM Project Team• project team will pull in users, customers and other stakeholders as needed for documentation and testing
users & customers	<ul style="list-style-type: none">• UNL client service providers:<ul style="list-style-type: none">• University Communications• Information Services• Academic Affairs
other stakeholders	<ul style="list-style-type: none">• ITS Help Center• Jon Wilson• IS Training Services

Statement of Work

Objectives and constraints

purpose	Building upon the work already underway by the Identity Management Program, this project is focused on providing “Central Authentication Services” or reduced sign-on services that would allow a user to log-in once; but be able to pass to other, cooperative, services without having to log in again.
scope	<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"> • development of a single sign-on service • testing single sign-on mechanism • developing documentation for end-users • developing documentation for support team • awareness campaign targeted at developers & service providers <p><i>This project is moving forward with the recognition that a University-wide effort is beginning that uses Peoplesoft to provide similar functionality for a more limited set of applications. Working with the Peoplesoft implementation may take place at the same time, but is out of scope for this specific project.</i></p>
risks	<ul style="list-style-type: none"> • 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 • 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 • 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
deliverables	<ul style="list-style-type: none"> • single sign-on service monitored for availability (whatsup) • decision about appropriate disaster recovery made and implemented • test/development environment • developer documentation site (wiki) • end-user documentation • awareness campaign targeted at developers and service providers • minimum of 5 applications interoperating with CAS <ul style="list-style-type: none"> • goal of 8 applications
cost estimate	See IDM comprehensive budget request (attached)
schedule estimate	<ul style="list-style-type: none"> • single sign-on service monitored for availability - January, 2009 • developer documentation site (wiki) - February, 2009 • decision about appropriate disaster recovery made and implemented - February, 2009 • test/development environment - March, 2009 • end-user documentation - March, 2009 • awareness campaign targeted at developers and service providers - March, 2009 • minimum of 5 applications interoperating with CAS - June, 2009 <ul style="list-style-type: none"> • goal of 8 applications