



Schools Portal/IFAP Project Team Integrated Project Team (IPT) Charter

IPT Name: Schools Portal		
Deliverable Name: IPT Charter Template	Date Completed: 05/05/2000	
Contact Information		
	Name	Channel Unit
IPT Sponsor	Kay Jacks	Schools Channel
Channel Task Manager	Colleen Kennedy (Miller)	Schools Channel
CIO Task Manager	Sandi Foy McCabe	CIO
Contractor Task Manager	Tyson Bondurant	Andersen Consulting
Task Order Number: 12		

IPT Composition

IPT Team Assignment	Roles	Responsibility	Name	Affiliation
Core Team	Executive Sponsor	<ul style="list-style-type: none"> Provide overall leadership Provide status to Management Council Manage business requirements and deployment funds Make decision to deploy 	<ul style="list-style-type: none"> Kay Jacks 	<ul style="list-style-type: none"> GM Schools
	Development Sponsor	<ul style="list-style-type: none"> Provide leadership for development efforts Manage development funds 	<ul style="list-style-type: none"> Helene Epstein 	<ul style="list-style-type: none"> Deputy CIO, eCAD
	Product Managers	<ul style="list-style-type: none"> Provide Product Team leadership Communicate status/issues to Development Sponsor Provide workplan status to Master IPT plan 	<ul style="list-style-type: none"> Paul Hill, Jr. Tyson Bondurant 	<ul style="list-style-type: none"> CIO, eCAD Mod Ptr – AC
	Project Managers	<ul style="list-style-type: none"> Day-to-day project management of conversion and development efforts Communicate status/issues to Product Managers 	<ul style="list-style-type: none"> Sandi Foy McCabe Eric Campbell Mark Raulin 	<ul style="list-style-type: none"> CIO, eCAD Mod Ptr - AC Mod Ptr - AC
	Business Requirements Team	<ul style="list-style-type: none"> Define business requirements Identify individuals from user community to participate in Alpha and Beta groups Define and execute system acceptance test Communicate to internal/external stakeholders 	<ul style="list-style-type: none"> Colleen Kennedy Gary Garoffolo David Marr 	<ul style="list-style-type: none"> Schools Channel Mod Ptr – KPMG Mod Ptr – KPMG
	Application Development Team (Portal)	<ul style="list-style-type: none"> Define technical requirements (security, infrastructure, tools, applications, etc.) Develop and test software, hardware, and infrastructure to specifications, budget and schedule Integrate School Portal with IFAP (testing) 	<ul style="list-style-type: none"> Bart VanDissel Andrea Weiss Drew Johnson 	<ul style="list-style-type: none"> Mod Ptr – Exolve Mod Ptr – Exolve Mod Ptr – Exolve
	Application Development Team (IFAP)	<ul style="list-style-type: none"> Define technical requirements for converting IFAP to Oracle Convert/migrate IFAP to specifications, budget and schedule Integrate IFAP with School Portal (testing) 	<ul style="list-style-type: none"> Rich Guarino Rob Shina 	<ul style="list-style-type: none"> Mod Ptr – Beacon Mod Ptr – Beacon
	Deployment	<ul style="list-style-type: none"> Customize content management processes to IFAP/ Portal Train content managers on content management using Interwoven 	<ul style="list-style-type: none"> Michael Logsdon Scott Zack 	<ul style="list-style-type: none"> Mod Ptr – AC Mod Ptr - HPTI



IPT Team Assignment	Roles	Responsibility	Name	Affiliation
Other Team Members	Customer	<ul style="list-style-type: none"> Usability and system testing Performance testing 	<ul style="list-style-type: none"> Alpha groups Beta groups 	College, University and Technical Institutions
	Testing/ IV&V	<ul style="list-style-type: none"> Perform system testing and IV&V 	<ul style="list-style-type: none"> Mike Rockis James Le Francis Tang 	<ul style="list-style-type: none"> CIO, eCAD CIO, eCAD CIO, eCAD
	Rationale Pilot Team	<ul style="list-style-type: none"> Shadow development team to pilot Rationale tools 	<ul style="list-style-type: none"> Samson Abebe Sheree McGriff 	<ul style="list-style-type: none"> CIO, eCAD CIO, eCAD
	Security	<ul style="list-style-type: none"> Advise IPT on security architecture and future direction 	<ul style="list-style-type: none"> Andy Boots 	<ul style="list-style-type: none"> CIO, IT Mgmt Mod Ptr - AC
	Tech Arch	<ul style="list-style-type: none"> Advise IPT on SFA technical architecture and resolve technical issues 	<ul style="list-style-type: none"> Michelle Thomas Tony Meigides 	<ul style="list-style-type: none"> Mod Ptr - IBM Mod Ptr - AC
	IT Services	<ul style="list-style-type: none"> Advise on Virtual Data Center matters 	<ul style="list-style-type: none"> David Moore David Elliott 	<ul style="list-style-type: none"> Deputy CIO, IT Services VDC Mgr, IT Services
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

IPT Mission and Objectives

IPT Mission

To increase the satisfaction of the School Channel's customers by providing integrated, timely and user-friendly access to the School Channel's existing information databases and resources.

IPT Project Objectives

- Provide a single interface to systems and information resources for Schools channel customers with the successful deployment of Version 1.0 of the Portal by 9/30/2000
- Migrate IFAP from Lotus to Oracle 8.i by 9/30/2000

Deliverables

The major deliverables for the Schools Portal/IFAP Project Team are:

Organize IPT

- Team Charter – May 5, 2000
- Project Plan – May 11, 2000

Systems Requirements Analysis

<i>School Portal</i>	<i>IFAP</i>
<ul style="list-style-type: none"> Website integration requirements – April 28, 2000 	<ul style="list-style-type: none"> Draft requirements document – May 12, 2000
<ul style="list-style-type: none"> Requirements document – June 12, 2000 	<ul style="list-style-type: none"> Final requirements document – June 14, 2000



Application/Detailed Design

<i>School Portal</i>	<i>IFAP</i>
<ul style="list-style-type: none"> Detailed design/technical requirements document – June 30, 2000 	<ul style="list-style-type: none"> Database schema, data conversion design, replication plan and process diagrams – June 30, 2000

Build and Test

<i>School Portal</i>	<i>IFAP</i>
<ul style="list-style-type: none"> Build I – June 7, 2000 	<ul style="list-style-type: none"> Prototype I – June 30, 2000
<ul style="list-style-type: none"> Build II – June 28, 2000 	<ul style="list-style-type: none"> Prototype II – July 14, 2000
<ul style="list-style-type: none"> Build III – August 4, 2000 	<ul style="list-style-type: none"> Final build – August 14, 2000
<ul style="list-style-type: none"> System test completed – August 25, 2000 	<ul style="list-style-type: none"> System test completed – August 22, 2000
<ul style="list-style-type: none"> Integration test completed – September 8, 2000 	
<ul style="list-style-type: none"> User acceptance test completed – September 15, 2000 	
<ul style="list-style-type: none"> Alpha test completed – September 22, 2000 	
<ul style="list-style-type: none"> Beta test completed – September 29, 2000 	

System Deployment

- Release 1.0 Working Prototype – September 30, 2000

Project Oversight

- The weekly status meetings for the Schools Portal will be held each Thursday from 2:00 PM until 3:00 PM.
- An "Action Items" list will be maintained, and updated subsequent to each status meeting. The updated "Action Items" list will be distributed and reviewed by team members prior to the next weekly status meeting.
- The project's success will be indicated by:
 - Readiness of Portal for alpha testing (up to 10 users) by 07/30/2000
 - Readiness of Portal for user acceptance testing by 09/18/2000
 - Readiness of Portal for beta testing (up to 200 users) by 09/25/2000
 - Successful deployment of Version 1.0 of the Portal by 09/30/2000.