**Project Charter Plan**

**Boys and Girls Club of Central Arkansas**

**Boys and Girls Club of Central Arkansas at Billy Mitchell**

**3107 W. Capitol**

**Little Rock, AR 72205**

**9/3/2019**

**Project Authorization**

This Charter formally authorizes IT Emerald to develop and implement a new website for use in the Boys and Girls Club of Central Arkansas. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; milestone schedule; and budget. All resources will be assigned by the Project Sponsor, Bruce Bauer.

**Project Scope**

This project is to address mobility, aesthetics, and overall functionality. The project deliverables shall include: site design and development; all coding; testing; and redevelopment of the site’s mobility, so the site may be accessed on smaller screens more effectively.

**A. Mobility**

Currently, when the site is visited on a mobile device the user must zoom in to access the content. The current site will be redeveloped to allow the user to access the content more effectively on smaller screens.

**B. Aesthetics**

The site design concept will also be redeveloped. This will include: color scheme; fonts; graphics; and content layout. The site’s structure will be addressed, so the content on all pages will be uniform in size.

**C. Functionality**

Functionality will be increased by correcting the “flickering” when using the navigation menu. The navigation menu will present the menu items in a way that is more accessible to the user. The user will also be provided a method to return to the main site when accessing external pages.

**D. Client Provided Materials**

The client will be responsible for providing all content for the site. This will include images, text, and videos. While the client will provide images, IT Emerald will be responsible for optimizing them, if need be.

The objectives of this project are to improve the usability, effectiveness, and the web presence of arclubs.org.The client will provide the content promptly, so the site is completed by the deadline. Success will be determined by the completion of a modern, responsive, and user-friendly website. Key success factors include frequent communication with the clients; awareness of project objectives and values. The project completion date is set for approximately October, 24th, 2019. The project will be presented to the clients on October 29th, 2019.

**Project Manager**

The Project Manager, Ashari Elliott, is hereby authorized to interface with management as required, inquire for resources, delegate responsibilities within the team of the project, and to communicate with management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

**Project Milestone Schedule**

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence immediately after the initial meeting. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The schedule is:

September 3rd, 2019 – Project Plan Complete and Approved

September 17th, 2019 – Site Prototype Design Completed

October 6th, 2019 – Client Review and Feedback

October 18th, 2019 – Client Review and Feedback

October 22th, 2019 – Coding Completed

October 24th, 2019 – Testing Completed

Oct 29th, 2019 – Project Presentation Completed

October 31st, 2019 – Final Turnover of Project

**Project Budget**

There is no budget for this project.