



WikiSLO

WikiSLO and SustainSLO PROJECT CHARTER

PURPOSE OF THE DOCUMENT:

The purpose of this document is to communicate the goals and details of the project as a starting place. It is intended that this document may be modified, adjusted or added to as the project progresses.



Version 0.2
February 11, 2013



PROJECT CHARTER

Project Name: IME 270	Project Number: 001
Date: 1/13/2013	Revision Number: N/A

1. **PROJECT GOALS**

WikiSLO was set up to encourage SLO residents to establish a source of information that is accessible to everyone.

The purpose of this project is to transform WikiSLO into a sustainable website, meaning that SLO residents and outsiders will create, edit, share and view information on the wiki and it will become a viable source for people to use.

The wiki will have an increased traffic and users as well as a greater awareness of it through the SLO and the surrounding communities.

1. **DELIVERABLES**

- Team members will plan and host at least 2 events to spread awareness of WikiSLO
- Team members will increase registered users to at least 200 accounts through marketing and advertisements including, but not limited to, posters, signs, social media, and events.
- Team members will host at least one Write-a-Thon event to gain community involvement and awareness.
- Team members will increase content on the wiki by creating 2 pages a week for the Winter 2013 quarter.
- Team members will strive to have an article published in SLO's major newspapers about the wiki.

1. **SCOPE DEFINITION**

The project will include:

Meetings and various time commitments during the Winter and Spring 2013 quarters, including weekends and outside class time.

The project will not include:

Activities after Spring 2013 quarter.

4. PROJECT MILESTONES

Identify the significant project milestones, including invoicing dates to the client.

2/15/2013 Project Review Meetings with community partner

2/17/2013 Scheduled Write-A-Thon at Sally Loo's Cafe

3/14/2013 Project website due

5. ASSUMPTIONS, CONSTRAINTS, DEPENDENCIES, & CONTEXT

The overall purpose and goal of this project is to increase awareness of WikiSLO to the San Luis Obispo community. Our goal is to have the wiki become a main source of information for residents of the SLO

Community. The wiki will only grow as much as the effort we (the team) put into it and how attractive we make it to the community members.

This project may require some out-of-pocket costs to host events, experience various places or things to write articles about, etc. Time commitments will need to be made to finish any work necessary, such as advertising, meeting times, hosting events, and more. Based on the review of the website's growth after the Winter 2013 quarter, adjustments to goals and plans will be made if necessary.

6. RELATED DOCUMENTS

Reference any related documents that were used to define scope and assumptions – e.g., RFQ, RFP, Sales Proposal, etc.

N/A

7. PROJECT ORGANIZATIONAL STRUCTURE

Identify the key stakeholders and team members by function, name and role.

Function	Name	Project Assignment
Founder, Team Leader	Rory Aronson	Guide members and establish goals
Team Member	Cody Hunt	Assist team in achieving goals and planning
Team Member/ Project Manager	Corinne Madison	Assist team in achieving goals and planning

8. PROJECT AUTHORIZATION

Approved by: Liz Schlemer	Business Manager	Date
Approved by: Roger Burton	Project Manager	Date