

Prepared by



6501 Beacon Drive
Kansas City, Missouri 64133-4676



Work Group APPROVED

Posted County Prices II (PCP II)

PROJECT CHARTER

Version 1.0, Revision Date: 8/5/16

DRAFT

VERSION HISTORY

Changes and inquiries to the Project Charter template should be directed to the Project Management Office Chief via the JIRA SDLC-CCB ticket system – see <http://issues.tools.fsa.usda.gov/browse/SDLC>.

Note, you must have a JIRA account and be logged in to create an issue (visit the Accessing JIRA page for help getting an account if you don't have one). Specify your ticket as a Task (the Work Order specified in the instructions applies only to items in Production).

Version #	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Gary Paxson Val Vanderpool	8-2-16	Michelle McKinney	<mm/dd/yy>	1st Draft USDA_FSA-PCP-II_Project_Charter
1.1					
1.2					

TABLE OF CONTENTS

1	PROJECT INFORMATION	4
1.1	Problem/Opportunity.....	4
1.2	Project Authorization	5
1.3	Project Manager Authority	6
1.4	Major Stakeholders	6
1.5	Core Team.....	7
1.6	Assumptions.....	8
1.7	Major Risks	8
1.7.1	Risk of Doing Nothing	8
1.7.2	Known Obstacles, Constraints and Dependencies	9
1.8	In Scope	9
1.9	Out of Scope	10
1.10	Business Objectives	11
1.10.1	Project Milestones	12
1.10.2	Major Deliverables	12
1.11	Project Budget.....	13
1.11.1	Technology Related Procurement.....	13
1.12	Project Resource Summary	13
2	ACCEPTANCE SIGNATURES	14
3	REFERENCES	15

1 PROJECT INFORMATION

Table 1-1: Project Information

Item	Detail
Project Name	Posted County Prices (PCP II)
Investment Number(s)	CSO 100
Investment Manager(s)	Kathleen Kalny
FIPP Project ID	FPT-538 FSA Project ID -790
Spend Plan Reference Number	CSO 100, R113
Business Need By Date	
Estimated Completion Date	9/30/17
Executive Project Sponsor	Penny Carlson
IT Project Manager	Michelle McKinney
Development Methodology (Waterfall, Iterative Waterfall or Agile)	Agile

This development project is a subset of the Commodity Management Systems in Investment #100. The Posted County Prices II (PCP II) project is a 15-month project that will modernize and replace the current PCP application and processes. This project meets the Farm Service Agency’s (FSA’s) need for improved hardware, software, and networking used to support the KCCO/CMD office as they perform their daily process of collecting data, processing, and posting Posted County Prices and Loan Deficiency Payment (LDP) information.

1.1 Problem/Opportunity

Over time, the manual process to support PCP has become outdated and unreliable, is not telework compliant in providing for secure remote network access, does not support multiple concurrent user access, is labor intensive, has little process automation, and has limited reporting capabilities.

The PCP II, SPA web based application will modernize the process by streamlining and automating procedures for gathering, evaluating, and posting prices to meet the required availability service level agreement, providing for access to commodity pricing data by or before 6:00AM each business day without exception. The new application will improve data security, provide remote secure VPN access for multiple concurrent users, enable robust reporting, automate manual tasks, and comply with FSA’s telework standard.

1.2 Project Authorization

PCP II was authorized when FSA funds were allocated in the FSA Integrated Information Technology Governance Framework (IITGF) Process Area #4, Spend Plan Development. This Charter formally authorizes this project to develop and implement a new web-based PCP II Custom Single Page Application (SPA), that will replace the outdated MS Excel/MS Access based PCP application. A Project Management Plan (PMP) will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor.

1.3 Project Manager Authority

The Project Manager, Michelle McKinney, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the Project Management Plan (PMP), monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance, reporting status and taking corrective action as necessary.

1.4 Major Stakeholders

The task of identifying stakeholders is crucial to help ensure all requirements are understood.

Table 1-2: Major Stakeholders

Major Stakeholders					
Functional Role	Name	Office/Group	Location	Phone Number	E-Mail
Executive Sponsor	Sandra Wood	FSA-DACO-CPPAD	DCWA2	202-720-3571	Sandra.Wood@wdc.usda.gov
Project Sponsor	Penny Carlson	FSA-KCCO/BOSD	MOKAN	816-926-2597	Penny.carlson@kcc.usda.gov
Business Owner	Marty Mitchell	FSA-KCCO/CMD	MOKAN	816-926-2644	Martha.mithell@kcc.usda.gov
IT System Owner	Kathy Winburn /	FSA-ITSD/ADC/CSO	MOKAN	816-926-1924	Kathy.winburn@kcc.usda.gov
	JP Shanahan	FSA-ITSD/ADC/CSO	MOKAN	816-926-2590	John.shanahan@kcc.usda.gov
FSA Enterprise Applications Architect	Wade Wassenberg	FSA-ITSD/AMC	MOKAN	816-823-5661	Wade.wassenberg@kcc.usda.gov

1.5 Core Team

Table 3: Core Team

Core Team					
Functional Role	Name	Office/Group	Location	Phone Number	E-Mail
Project Owner / Software Engineer	Michelle McKinney	FSA-ITSD/ADC/CSO	MOKAN	816-926-1502	Michelle.mckinney@kcc.usda.gov
Software Engineer	Kathleen Kalny	FSA-ITSD/ADC/CSO	MOKAN	816-926-1423	Kathleen.kalny@kcc.usda.gov
Domain Architect / Software Engineer	John Hoestje	FSA-ITSD/AMC/AO EA	MOKAN	816-823-1958	John.hoestje@kcc.usda.gov
Solutions Architect / Software Engineer	Thomas Kendall	FSA-ITSD/AMC/AO EA	MOKAN	816-823-3754	Thomas.kendall@kcc.usda.gov
SPA Architect / Software Engineer	Aaron Diffenderfer	FSA-ITSD/AMC/AO EA	MOKAN	816-823-1766	Arron.diffenderfer@kcc.usd.gov
Solutions Architect / Software Engineer	Adi Rosenblum	FSA-ITSD/AMC/AO EA	MOKAN	913-994-4573	Adi.rosenblum@kcc.usda.gov
Business SME	Lisa Edie	FSA-KCCO/CMD	MOKAN	816-926-2643	Lisa.edie@kcc.usda.gov
Enterprise Analyst (JIRA support)	Valerie Vanderpool	FSA-ITSD/AMC/AO EA	MOKAN	816-926-8829	Valerie.vanderpool@kcc.usda.gov

1.6 Assumptions

PCP II project assumptions:

- Funding and Approval gained
- Executive and stakeholder commitment to project
- Technical SME’s availability
- Dedicated staff will remain in their current roles
- Infrastructure is available and ready for integration

1.7 Major Risks

This major risk listing highlights only those risks known prior to the Planning and Execution phases, and does not replace any detail that would be in either a Risk Log or the Risk Management Plan.

Table 1-4: Major Risks

Description	How Likely 1=low, 2=med, 3=hi	Impact 1=low, 2=med, 3=hi	Score Likely x Impact	Recommended Action
If there is not 100% signoff on an Alternatives Assessment and AO does not approve the solution, THEN the PCP application will continue to be supported by KCCO and not transitioned to ITSD/CSO				
If there is not 100% signoff on an Alternatives Assessment, THEN the PCP application will not be updated to newer technology, putting the application at risk.				

1.7.1 Risk of Doing Nothing

The mandate for daily business day publication by 6:00AM is at risk if no improvements are developed. The current state process is manual and difficult to transition to new team members. Limitations will continue for scalability and accessibility and does not support

telework. The Commodity Management Division will continue to encounter deficiencies in supporting ad-hoc and historical data reports.

1.7.2 Known Obstacles, Constraints and Dependencies

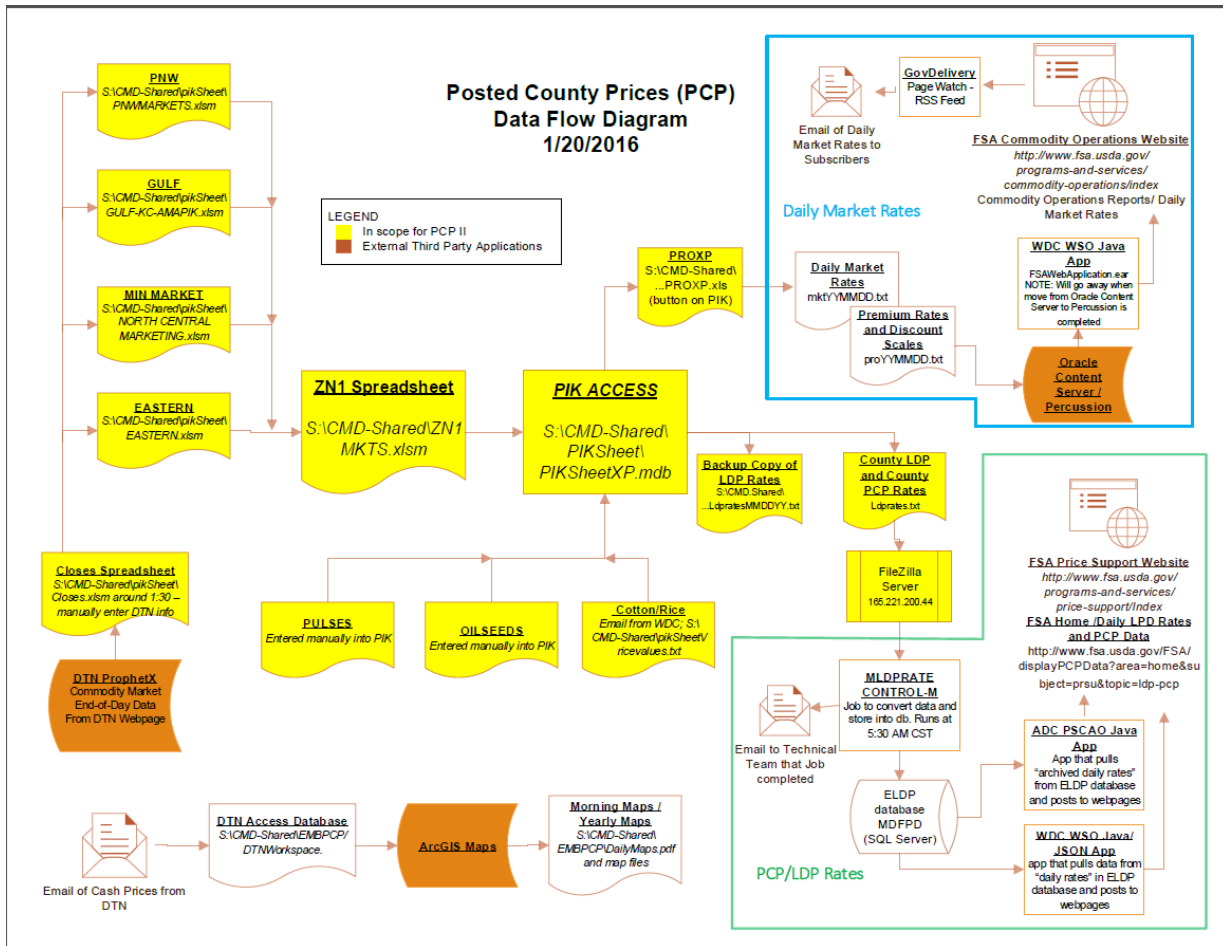
- **Obstacles** (these block one's way or prevent/hinder progress)

- **Constraints** (these limit or restrict)
 - Availability of stakeholders to provide clear, specific and detailed requirements and design information

- **Dependencies** (these rely upon other things)
 - Availability of stakeholders for assessment review and signoff
 - Dependent on AO approval and signoff of solution
 - Dependent on AO engagement to assist with development

1.8 In Scope

The PCP II project will include development for the yellow highlighted areas of the process diagram.



Upon completion, the PCPC II project will implement the following key deliverables:

- Development of a brand new web-based application to replace outdated Microsoft Access technologies
- SPA web based front end application solution
- Secure VPN network integration (secure internet accessibility)
- Modernizing database architecture
- Accessible remotely or from an office
- Improved reporting capabilities
- Transition support of application from KCCO to ITSD/CSO
- Improved Data Security

1.9 Out of Scope

The PCP II project will not include any process area not highlighted in yellow. (See process tasks in diagram above).

1.10 Business Objectives

In support of the project goal, the PCP II project seeks to complete the following objectives by September 2017:

1. Streamline and automate daily procedures for gathering, evaluating and posting commodity prices
2. Reduce time and resources to perform error checking
3. 100% On time Rates Posting
4. Replace outdated Microsoft Access technologies
5. Transition support of application from KCCO to ITSD/CSO
6. Establish a secure, remotely accessible system that provides for multiple concurrent staff to access the application, enabling emergency situations to be handled outside the office when necessary

Summary Milestone Schedule

A completed Project Management Plan (PMP) will be developed and submitted to the Project Sponsor. Upon approval of the Project Charter, resources will be assigned to the project and work will commence within <xx> days. Once the project commences, work efforts will be performed according to the project schedule provided in the approved PMP. The Project Manager will obtain approval from the Project Sponsor for any schedule changes which impact the project completion milestones.

1.10.1 Project Milestones

Table 1-5: Project Milestones

Estimated Completion Date	Milestone Description	Responsible
5/31/16	PCP II Project Initiation and Planning	
6-29-16	PCP II Project Extended Team Kickoff	
Iterative	PCP II Project Planning (User story creation/grooming)	
Iterative	Story Execution/Completion	
Iterative	Sprint Demos	
Iterative	Sprint Testing	
7/1/17	Release to TCO for User Acceptance Testing	
9/1/17	User Acceptance/Signoff	
9/29/17	Complete User Training	
9/30/17	Application Implementation/Release	

1.10.2 Major Deliverables

Table 1-6: Project Milestones and Major Deliverables

Estimated Completion Date	Deliverable Description	Responsible
	Agile Design/Develop - PCP II Event Storming	
	Agile Requirements – User stories	
	Sprint 1, Demo, (e.g Environment)	
	Sprint Testing	
	PCP II Application Training	
	PCP II Application Release	
	Application Completion 9-30-2017	

1.11 Project Budget

The budget for the PCP II project is derived from investment CSO 100, R113. It is to be funded through DME.

1.11.1 Technology Related Procurement

Table 1-7: Project Procurement

Procurement	Responsible Party	Type	Estimate	Funding Source
NA				
TOTAL				

1.12 Project Resource Summary

Table 1-8: Project Resource Summary

Estimate Time Required of IT Department Staff (List each role and the number of hours required)	
Role (e.g. Developer, Analyst, Network Engineer)	Hours Needed (e.g., x hours/mon for x months; x hours total) (Based on 1920 Total Work Hours Per Year)
Project Owner / Software Engineer	160 hr per mo x15 mo = 2400 1680 hours @70% allocation
Software Engineer	160 hr per mo x15 mo = 2400 1680 hours (70%) allocation
Business SME	160 hr per mo x15 mo = 2400 240 hours (10%) allocation
Estimate Time Required of Other Organization Staff (Add rows as needed)	
Role (e.g. Project Manager, Tester, Analyst)	Hours Needed (e.g., x hours/mon for x months; x hours total)
Domain Architect / Software Engineer	160 hr per mo x15 mo = 2400 960 hours @40% allocation
Solutions Architect / Software Engineer	160 hr per mo x15 mo = 2400 1680 hours @70% allocation
SPA Architect / Software Engineer	TBD
Solutions Architect / Software Engineer	TBD

Enterprise Analyst (JIRA support)	160 hr per mo x15 mo = 2400 720 hours (30%) allocation
-----------------------------------	---

2 ACCEPTANCE SIGNATURES

The undersigned acknowledge that they have reviewed the PCP II **Project Charter** and agree with the information presented within this document. Changes to this FSA Project Charter will be coordinated with, and approved by, the undersigned, or their designated representatives.

Table 2-1: Approval Tables

Signature:		Date:	
Print Name:			
Title:			
Role:	Executive Project Sponsor		

Signature:		Date:	
Print Name:			
Title:			
Role:	Business Project Sponsor		

Signature:		Date:	
Print Name:			
Title:			
Role:	IT Project Sponsor		

Signature:		Date:	
Print Name:			
Title:			
Role:	IT Project Manager		

3 REFERENCES

The following table summarizes the documents referenced in this document.

Table 3-1: References

Document Name	Description	Location
PCP II Current State Analysis Final Signatures03102016SGW	The purpose of this document is to record the results of the Current State Assessment performed as part of the Technical Upgrade Assessment of the Posted County Prices (PCP).	https://sharepoint.fsa.usda.net/mgr/itsd/architecture/EA_Team/Shared Documents/DomainArchitectures/LOB - Commodity Ops/ PCP II Project/Assessment Docs Final with Signatures
PCP II Modernization Technical Alternatives Final	The purpose of this document is to record the results of the Analysis of Technical Alternatives for upgrade of the Post County Prices system (PCP)	https://sharepoint.fsa.usda.net/mgr/itsd/architecture/EA_Team/Shared Documents/DomainArchitectures/LOB - Commodity Ops/ PCP II Project/Assessment Docs Final with Signatures
PCP II IPT Operating Procedures	The purpose of this IPT Operating Procedures for the Posted County Prices II Iterative Development Project is to: Define project team membership and roles <ol style="list-style-type: none"> 1. Establish the foundation upon which all of the team's work, rules, tools, and behaviors are built. 2. Outline Communication Plan 3. Define Operating Procedures 	https://sharepoint.fsa.usda.net/mgr/itsd/architecture/EA_Team/Shared Documents/DomainArchitectures/LOB - Commodity Ops/ PCP II Project/PCP II IPT Operating Procedures V1