



Project Charter Template

TableTapp / Version 1.0 / 21 Jun 2023 /
#254-368-487

Complete

Score	0%	Flagged items	0	Actions	0
Project Name					TableTapp
Date					21.06.2023 10:30 PST
Project Number					#254-368-487
Version Number					Version 1.0

Inspection

PROJECT GOALS

Describe the business need, opportunity or problem that the project was undertaken to address – i.e., the project justification.

State the project goals

Even to the most dedicated tabletop RPG players, it can be difficult to find and have a regular playgroup who can consistently meet-up for scheduled play sessions. TableTapp will be a mobile app designed to make meeting, scheduling, and playing easier and more efficient. It will also have a browser-based platform which will provide the same functionality as the mobile app.

DELIVERABLES

Provide a high level list of “what” needs to be done in order to reach the goals of the project. Each deliverable should be sufficiently detailed so that the Project Team will understand what needs to be accomplished. Describe the deliverable using action words (verbs) such as “deliver, provide, create, research, etc.

Deliverables should be measurable, so the Project Sponsor and Team can determine whether the deliverable has been successfully completed at the project’s conclusion.

State the project's deliverables

Initial Budget = \$20,000
1. Create an easy-to-use mobile platform compatible with iOS and Android
2. Include the following functionalities in the app:
• Utility (for communication and virtual play)
• Text chat
• Voice chat
• Video chat
Features:
• Adding friends
• Creating groups
• Automated dice rolling via RNG

SCOPE DEFINITION

Document the scope of work to be delivered. To assist you in defining scope, use documentation such as RFP, sales proposals, business requirements, functional specifications, etc. to set and limit the scope.

In Scope is what the project will include to meet the requirements of the Project goals.

Out of Scope excludes responsibilities, activities, deliverables or other areas that are not part of the Project.

The project will include:

- An online platform to play tabletop games remotely via chat, audio conference, or video conference
- Community interaction via chatrooms where users are connected

based on filters (can be used to schedule physical or remote sessions) • A random number generator (RNG) to be used for digital dice rolls

The project will not include:

- An online store that sells digital adventure modules and other premium content
- In-house dungeon masters
- An online store that sells tabletop merchandise

PROJECT MILESTONES

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

Enumerate the project milestones

1. Domain Name acquisition - tabletapp.com
2. Planning: Sitemap and Wireframe Creation
3. Design: Page Layouts, Review, and Approval Cycle
4. Content Planning and Writing
5. Coding
6. Link Testing, Site Review, and Initial Launch
7. Maintenance, Monitoring, and Regular Updating

ASSUMPTIONS, CONSTRAINTS, DEPENDENCIES

Identify the assumptions that were made to form the basis of defining scope. Also identify any assumptions that will be made for the purposes of planning the project. The objective here is to set the boundaries and address how the triple project management constraint (scope, time and cost) are potentially impacted/managed.

List any constraints (potential factors that will impact the delivery or make it difficult to manage the project) on the project or dependencies on resources or funding to the project. Consider time, cost, dates and regulatory issues as constraints or dependencies to the project.

Enumerate assumptions, constraints, and dependencies

Assumptions: - Finding a playgroup and having regular sessions is difficult due to scheduling conflicts and logistics - Since the average person spends a lot of time using their phones and/or computers for entertainment, a mobile app is a sensible platform

Constraints: - Skepticism from tabletop purists who prefer to meet-up with their groups physically for play sessions - Failure to properly market the app and website which can result in poor site visits and app downloads - Failure to meet project expectations may result

in funding being pulled
Dependencies: - Tabletop
community's response and
willingness to try a new
approach to tabletop gaming -
How quickly we can attract
players to try out the app, be
regular users, and eventually
ambassadors who refer our
app and website to other
players. - Competition from
other websites and apps who
try to cover the same market

RELATED DOCUMENTS

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

Enumerate related documents

N/A

Name and role of team member

Name and role of team member 1

Jennifer Paxton - Project Head

Name and role of team member 2

Mark Rank - Website
Development Lead

Name and role of team member 3

Ron F. Stampler - Creative
Content Lead

Name and role of team member 4

Francis Beemo - Marketing
Content Lead

Project Authorization

Full name and signature of Business Manager



Daryl Wilson
21.06.2023 10:34 PST

Full name and signature of Project Manager



Glenn Close
21.06.2023 10:34 PST
