

# **Project Charter**

## **Navigate: Student Success & Campus Navigation App**

Stony Brook University  
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# PROJECT OVERVIEW

## Background

Many students across campus struggle with navigating university resources, scheduling academic advising appointments, selecting courses, managing major requirements, and staying updated on university announcements. Services provided by the university are currently spread across multiple applications and platforms, creating confusion and inefficiencies for students.

The Navigate App is a mobile application designed to centralize all of these services into a single, integrated platform. It is a solution adopted by colleges and universities across the United States. The application allows users to select their specific institution within the app in order to access services tailored to their campus.

At Stony Brook University, the Navigate App serves as a central hub that integrates services such as academic planning, campus navigation, advising scheduling, and student notifications in one place. By combining essential features into a single platform, communication between students and faculty is strengthened. The app supports real-time updates and offers personalized features based on individual student needs, making it user-friendly and flexible across multiple higher education institutions.

## Business Objectives

The primary objectives of implementing the Navigate App at Stony Brook University are:

- Improve student access to academic and campus resources
- Streamline advising appointment scheduling
- Enhance student engagement and communication
- Increase efficiency in academic planning and degree tracking
- Reduce confusion caused by fragmented systems
- Support student success and retention

## Key Stakeholder Objectives

Objective	Measure of Success	Measured By
Improve campus resource accessibility	Increased app usage rates	System analytics
Increase advising attendance	Higher advising appointment completion rate	Advising office data
Improve academic planning	Increased use of degree tracking tools	App activity reports
Enhance communication between students and faculty	Reduction in missed announcements and deadlines	Student surveys
Increase student engagement	Higher daily and monthly active users	Platform performance metrics

# PROJECT SCOPE

## In Scope

The following outlines the scope for the design, development, and launch of the Navigate App at Stony Brook University:

### Requirements and Planning

- Identify key stakeholders
- Gather and document functional and technical requirements
- Develop project roadmap and timeline
- Conduct initial risk assessment
- Obtain project approval

### System Design and Development

- Design system architecture and database structure
- Develop mobile application (iOS and Android)
- Build front-end and back-end systems
- Integrate with Student Information System (SIS)
- Implement authentication and security features
- Develop core features (academic planning, advising scheduling, campus navigation, notifications)

### Testing and Implementation

- Conduct system and security testing
- Perform User Acceptance Testing (UAT)
- Resolve defects and optimize performance
- Deploy application campus-wide
- Provide initial post-launch support

## Out of Scope

Any deliverables, tasks and/or scope not specifically mentioned in this document in addition to those specified as set out below. Specific locations and functions deemed Out of Scope:

Non Identified

Note: Any additional scope can be added to the project as long as it is approved by the project sponsor.

# Project Approach, Deliverables And Assumptions

## Project Approach

To ensure effective planning, controlled development, and successful launch of the application the project will be executed using a structured three phase approach.

## Project Phases and Deliverables

Phase 1: Planning and Requirements

Stage	Activities	Deliverables
Identify Stakeholders	Identify user groups (students, faculty, advisors, IT staff) Identify key contacts Schedule stakeholder meetings	Stakeholder list Stakeholder contact directory
Gather Requirements	Conduct interviews and surveys Document functional and technical requirements Identify system constraints and risks	Requirements specification document Risk assessment summary
Project Definition & Approval	Develop project roadmap Define scope and timeline Establish governance structure Obtain sponsor approval	Approved project roadmap Finalized Project Charter

Phase 2: Design and Development

Stage	Activities	Deliverables
System Architecture Design	Design system architecture Define database structure Establish integration framework	System architecture diagram Technical design document
UX/UI Design	Create wireframes and prototypes Conduct design reviews Incorporate stakeholder feedback	Approved UX/UI prototypes

Development	Develop front-end mobile application Build back-end systems and APIs Integrate with Student Information System (SIS) Implement security controls	Beta version of Navigate App Integrated database system Security implementation documentation
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Phase 3: Testing and Implementation

Stage	Activities	Deliverables
Testing	Conduct functional testing Perform integration testing Execute security and performance testing	Testing reports Defect resolution log
User Acceptance	Facilitate User Acceptance Testing (UAT) Collect stakeholder feedback Refine application	UAT approval documentation
Deployment & Launch	Deploy production-ready application Provide onboarding materials Monitor post-launch performance	Official app launch confirmation User training documentation Post-launch performance report

**Total Estimated Duration**

The estimated duration of the Navigate App project is approximately **8–10 months**, from project initiation to full campus deployment.

**Assumptions**

The following assumptions apply to this project:

- Adequate funding and resources are approved by the sponsor
- The university IT department will support integration efforts
- Students and faculty will participate in testing and feedback
- Necessary system access permissions will be granted
- Development resources will remain available throughout the project lifecycle

## Milestones

<b>Milestone</b>	<b>Description</b>	<b>Target Date</b>
Project Initiation	Project kickoff meeting and stakeholder identification	March 1, 2026
Requirements Finalized	Completion and approval of functional and technical requirements	April 15, 2026
Project Charter Approval	Sponsor approval of finalized project charter	April 20, 2026
UX/UI Design Completion	Wireframes and prototypes approved	June 1, 2026
Development Begins	Front-end and back-end development initiated	June 15, 2026
Beta Version Complete	Functional beta version ready for internal testing	September 15, 2026
User Acceptance Testing	UAT conducted and feedback incorporated	October 15, 2026
Final System Testing Complete	Security and performance testing finalized	November 15, 2026
Official App Launch	Campus-wide deployment of Navigate App	December 1, 2026
Post-Launch Review	Performance evaluation and issue resolution	January 15, 2027

