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Project Charter for

Antivirus Software

Group No: 3

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Organization: Techspire

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1. Project Description

Lyric West

ABC Law Offices of Marietta aims to enhance its cybersecurity framework by integrating a comprehensive antivirus solution. Given the increasing risks of malware, phishing, and ransomware attacks targeting legal practices, this project focuses on deploying a centralized security system. The solution will provide real-time threat detection, automated scanning, and endpoint protection while seamlessly integrating with existing Windows-based infrastructure to safeguard sensitive client data.

2. Business Objectives and Success Criteria

Lyric West

- **Threat Prevention:** Achieve **99% malware detection** across all workstations and servers.
- **Data Protection:** Secure client files through encryption and proactive threat monitoring.
- **System Compatibility:** Ensure antivirus integration with **Windows-based systems** without workflow disruptions.
- **Operational Efficiency:** Automate virus scanning to reduce manual security checks.
- **Compliance Assurance:** Maintain industry **security standards** for legal data protection.
- **Budget Adherence:** Deliver a **scalable solution within the $300,000 budget**

3. Stakeholders

Lyric West

Stakeholder	Major Benefits	Attitudes	Win Conditions	Constraints
Project Sponsor	*Strengthens cybersecurity, protects client data, ensures compliance.*	*Supports the project but expects measurable results.*	*Secures client data, prevents legal breaches, stays within budget.*	*Budget capped at **$300,000**, must avoid workflow disruptions.*
Project Manager	*Ensures seamless integration, minimizes security risks.*	*Highly engaged, focused on efficiency and risk management.*	*Ensures seamless deployment, meets deadlines, minimizes risks.*	*Balancing security needs with ease of adoption.*
User Class #1 IT security	*automates threat detection, improves network defense.*	*Proactive, seeking best-fit antivirus with low maintenance.*	*Achieves 99% malware detection, automates security monitoring.*	*Must ensure Windows compatibility and user training*
User Class #n Attorneys & Paralegals	*secures legal documents, prevents malware threats.*	*Mixed some embrace security, others prefer familiar workflows.*	*Work uninterrupted, access secure legal documents safely.*	*Requires minimal disruption to daily tasks.*

etc. Compliance Officers	*Maintains legal data protection standards, prevents violations.*	*Supports security upgrades but ensures compliance alignment.*	*Maintains industry compliance, provides accurate security reports.*	*Requires detailed reporting and periodic assessments.*

4. Vision

Lyric West

For small and mid-sized organizations
Who need reliable and cost-effective cybersecurity protection
The Techspire Sentinel
Is a comprehensive antivirus and threat management software
That provides real time protection, centralized threat monitoring, and automated remediation
Unlike legacy antivirus tools with limited AI capabilities and poor integration
Our product delivers intelligent detection, seamless updates, and adaptive security tailored to evolving threats in a user-friendly interface

5. Project Scope

Daniel Sherwood

In Scope:

- Design and development of Techspire Sentinel v1.0
- Core features: malware detection, quarantine, removal, system scanning, update automation
- Admin dashboard for central management, real time alerts, and reporting
- Initial integration with Windows and macOS platforms
- Internal QA testing, security validation, and beta release to limited user group

Out of Scope:

- Mobile antivirus versions (Android/iOS)
- Enterprise integration with external SIEM tool
- Localization for non-English markets

6. Assumptions and Dependencies
Daniel Sherwood

AS-1: Development team has access to malware signature libraries and detection engines
AS-2: Adequate funding is secured for licenses and cloud-based testing enviornments
DE-1: Timely API access from third party threat intelligence providers
DE-2: Coordination with OS vendors like Windows Defender compatibility
DE-3 Completion of threat model analysis before major code freeze

7.   Constraints

Jaydon Humphries

Dimension	Constraint (state limits)	Driver (state objective)	Degree of Freedom (state allowable range)
Features	Must include malware detection, routine scans, quarantine functionality, and must support Windows OS	Achieve 99% malware detection across all systems in release 1.0	70-80% of high priority features must be included in release 1.0
Quality	Must comply with ABA cybersecurity guidelines and pass routine security audits	Deliver a secure, stable product suitable for legal use	90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1
Cost	Total project costs must not exceed the budget of $300,000	To present a secure, scalable antivirus solution within the client's approved budget.	budget overrun up to 10% ($330,000 max) acceptable without executive review; beyond requires client sign-off and scope adjustment
Schedule	All releases must be scheduled in accordance with the client's delivery expectations.	release 1.0 to be available by 10/1, release 1.1 by 12/1	No more than 2 weeks over acceptable; anymore will require stakeholder approval
Staff	maximum team size is 6 developers + 4 testers	Meet product milestones on schedule without the need to hire more staff	Temporary staff for no more than 2 weeks allowed with manager approval.

8.   Milestones

Gabby Camacho

Event or Deliverable	Target Date	Responsibility
Project charter approved	June 12, 2025	Project sponsor
Project plan completed	June 19, 2025	Project manager
Project plan approved	June 21, 2025	Stakeholders
Project team assembled	June 24, 2025	Project Manager
Project execution initiated	July 1, 2025	Development Team
Project execution completed	September 30, 2025	Development Team
Customer acceptance	October 10, 2025	Users
Project closed out	October 20, 2025	Project Manager

9.   Business Risks

Gabby Camacho

Risk	Probability	Impact	Mitigation

Delays in testing and development	Medium	Medium	Utilize buffer time and add external resources if it's needed
Legacy system integration issues	Medium	High	Use time management and compatibility testing early on
Incompatibility with employee devices and/or operating systems	Medium	High	Perform device audits and ensure that there is a broad OS compatibility among the users and employees.

10. Resources

Gabby Camacho

Resource	Description and Source
Software Tools	Malware databases,
Budget	$300,000 from the IT security department
Training Resources	Training modules, internal knowledge,

Approvals

Jaydon Humphries

This section highlights the status of the current charter. All personnel listed below are required to approve the charter. By signing, each individual agrees with the content stated in the charter, confirms this charter will serve as the foundation for project planning and execution, and agrees to keep all information within the charter current and relevant.

Approval Decision:

☐ Approved, development of detailed project plan is authorized
☐ Approved, project execution is authorized
☐ Approved, but project is on hold until future notice
☐ Revise charter and resubmit for approval
☐ Charter and project proposal are rejected

Role or Title	Name and Signature	Date
Project Sponsor		

Project Manager		
IT Director		
Chief Financial Officer		

Revision History

Jaydon Humphries

Name	Date	Reason For Changes	Version
Group Members	06-10-2025	Initial Draft	1.0