

PROJECT CHARTER PLAN
RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS
SUBMISSION

ASIA PACIFIC COLLEGE
3 HUMABON PLACE, MAGALLANES
MAKATI CITY, 1232

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EXECUTIVE SUMMARY

Project-Based Learning (PBL) is part of the curriculum in Asia Pacific College that is necessary for students to learn and apply the output of the projects in a form of capstone projects, these subjects include “Introduction to System and Design”, “System Analysis and design”, “Applied Project System Prototype”. But the latter part on proofreading is from “Applied Project System Prototype” to ensure the quality of the written document is up to standards. Currently to get these documents to be proofread there is no dedicated platform on viewing, managing, and submitting project documents, as students and professors will get miscommunications on the updated versions of the paper as this was done using via Emails or Teams but only one member of the PBL team will get the messages and updates leaving the other members announced, for PBL professors and coordinators they have to manually look up on reports on edited documents and any relationships to the documents based on the project. That is why this project will be the creation of a document management system in a form of a website called Ramkolek, this system can create current team members from PBL, generating report and gathering data by letting users to view and download the reports, and giving updates in a form of messages included on the website.

PROJECT PURPOSE/JUSTIFICATION

Business Need/Case

The purpose of developing a documentation management system for the APC is to have a formal process of submission for project documentations online instead of having to do so through email and Microsoft Teams. Currently, there is no singular platform used by APC to handle PBL project documentations. Microsoft Teams and Outlook are used in notifying and transferring files between students and their professors.

The need for a singular platform for proofreading in PBL is necessary as emails and other messaging platforms tend to be oversaturated with different emails causing a mix-up between the assigned proofreaders and students of PBL.

Business Objectives

Asia Pacific College aims to provide business and the information and communications technology industry in the Philippines and in the global community lifelong learning graduates who are anchored on the principles of integrity and professionalism. The school prides itself on its industry-based learning, which is the core of their project-based learning approach. Ramkolek directly supports APC’s mission as the system is built for the purpose of automating some aspects and streamlining the PBL documentation submission process. The system will serve as a platform that will assist users in managing PBL and proofreading documents in a more organized manner, enhancing the experience of handling PBL projects.

PROJECT DESCRIPTION

The project, Ramkolek, is a web application that aims to serve as a portal for students to submit their project documentations by establishing a centralized and organized environment for uploading the papers and managing the project documents during the submission process. The project will consolidate all the file transfers involved in paper submission into one platform and create a multi-layered submission approval workflow system that will include the actors in the current process for access control. The proofreading request process and submission approval workflow will be based on the process used by the current system, except file transfers and the movement of the submission along the process will be done through the system. The project submission data will remain updatable before it gets the final approval from the professor to allow the users to make changes during the submission. As a dedicated platform, it will serve as a hub for students, faculty, and the library to access and manage the submitted papers and streamline the submission process.

Project Objectives and Success Criteria

To develop a document management system for APC students and faculty aimed at streamlining project document submission and improving overall efficiency in the PBL process.

Specific Objectives

1. To provide a web application that will streamline project documentation submission and proofreading requests, eliminating the need for sending files and updates through emailing or messaging via platforms like MS Teams. This application will also incorporate a status tracking system, enabling users to monitor the status, updates, and progress of each paper throughout the submission process while keeping the files in one system.
2. To implement a way to automate report generation and data gathering, by creating a system that allows users to view reports containing a summary regarding the submissions.

Requirements

This project must meet the following list of requirements to achieve success.

- The web application must include the paper submission and proofreading request processes.
- The system must have summary dashboards and be able to generate reports.
- The system must include a team module for professors to create groups for students.
- An option to archive submissions, proofreading requests, and teams must be available in the system.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

Constraints

The following constraints pertain to the Ramkolek project:

- Data gathering, system design, and development of the system is limited to only 9 months, which may not be enough time to adjust and implement additional features and changes.

Assumptions

Here are the preliminary assumptions for the proposed system:

- The users of the system are familiar with basic computer operations and can navigate the web application with minimal guidance.
- Users have access to stable internet connections for seamless use of the web application.
- The APC information system can provide necessary user data for account management and authentication.
- Users adhere to the file format requirements for project documentation submission (Word and PDF).
- Ramkolek will be hosted using APC's AWS subscription.
- APC's Information Technology Resource Office will assist the development group in the deployment of Ramkolek.
- The ITRO (information technology resources office) will also handle the system's maintenance after deployment.

Preliminary Scope Statement

The Ramkolek project will include the design, testing, and delivery of a document management system for APC. The development of the system will be done on the development teams' personal devices. Additional computers used for development will be borrowed from APC's open laboratories. APC will also provide the AWS subscription required to host the system and store the project documents. Account information for users will be taken from APC's existing information system.

Risks

The following risks for the Ramkolek project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

- External threats of attack on the deployed system are possible.
- There might be a learning curve for users when the system is deployed.

PROJECT DELIVERABLES

The following deliverables must be made upon the successful completion of the Ramkolek project. Any changes to these deliverables must be approved by the project sponsor.

- Centralized platform for project documentation submission
- Proofreading requesting process module
- Summary dashboard and reports generation
- Team creation and management module

SUMMARY MILESTONE SCHEDULE

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

Summary Milestone Schedule	
Project Milestone	Target Date (mm/dd/yyyy)
• Project start	04/21/2023
• First Client Meeting	05/04/23
• Finalized System Design	11/23/2023
• Prototype Presentation	03/11/2023
• Development (Software Coding)	07/15/2024
• Deploy System	09/23/2024
• Project Complete	10/09/2024

SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

Summary Budget – List component project costs		
Project Component	Component Cost	Total Cost
• Development Team (9 months)		
• Project Manager	35,000 per month	315,000
• Web Developer (5 members)	34,000 per month	1,530,000
• AWS EC2	1,300.79 per month	1,300.79
Total		₱ 1,846,300.79

PROJECT APPROVAL REQUIREMENTS

Success for the Ramkolek project will be achieved when a fully tested system, and all technical documentation, is deployed within the time and cost constraints indicated in this charter. The system must meet or exceed the predefined requirements agreed upon with the stakeholders. Equally important is security compliance, mandating adherence to standard regulation, and industry best practices to safeguard sensitive data and ensure privacy. This approach ensures transparency, criteria adherence, and valuable insights for future projects. Success will be determined by the Project Sponsor, Sir Manuel Sebastian Sanchez, who will also authorize the completion of the project.

PROJECT MANAGER

Jeb Cajayon is Project Manager for the Ramkolek Project. Jeb Cajayon's responsibility is to manage all project tasks, scheduling, and communication regarding the Ramkolek project. His team, consisting of 5 members, excluding the team leader. Mr. Jeb will oversee the development and implementation of the document management system project. He is also responsible for managing project expenditures within the approved budget, allocating resources, and maintaining communication with all stakeholders. Mr. Jeb's knowledge and expertise in development contribute to the project's success by guiding development and ensuring alignment with organizational goals. Any additional funding must be requested through the Project Sponsor, Asia Pacific College. Mr. Jeb will provide weekly updates to the Project Sponsor and Project Advisor.

AUTHORIZATION

Approved by the Project Sponsor:

Manual Sebastian S. Sanchez
Asia Pacific College – PBL Coordinator

Date: April 30, 2024