**Project Charter Plan**

**APC SMART SYLLABUS SYSTEM**

**Asia Pacific College**

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**Makati City, 1232 PH**

**Date**

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# Executive Summary

The team, AlgoRyhtm 2.0 at Asia Pacific College (APC) has identified a problem relating to the creation of a syllabus. The current process of creating a syllabus has been identified as time consuming and too much effort and inconsistencies relating to the relevance of resources, meaning it is not within the 5 years standard. To address these issues, the team proposes the implementation of a syllabus system that leverages artificial intelligence (AI) in creating the syllabus.

# Project Purpose/Justification

## Business Need/Case

The APC syllabus system has been created to address the inefficiencies in the current manual process of syllabus creation at APC. Through AI, it would help create the desired syllabus, significantly reducing the time and effort required by educators, this enhances its consistency and quality. The proposed system is a strategic initiative aimed at improving the quality of education and aligning with the goal of the school providing a dynamic, interactive learning experience.

## Business Objectives

The project aims to develop or to implement an efficient course syllabus system that effectively addresses the following challenges or factors encountered in creating a course syllabus with its possible content materials:

* Create a system that would optimize the allocation of time and effort of educators to ensure the creation of a comprehensive syllabus.
* Implement a mechanism to verify whether the information and data used in the syllabus is within the 5-year standard

# Project Description

The team is developing a syllabus system to streamline the syllabus creation process. The system will use AI to assist educators in generating a course syllabus. The project will be implemented in stages including system development, a pilot phase and a full rollout. The primary goal of this project is to enhance the quality of education at APC.

## Project Objectives and Success Criteria

## **The objectives for the proposed syllabus system at APC are as follows:**

* Efficiency Improvement: Reduce the time and effort in creating a syllabus. This is measurable through tracking time in creating one, attainable with AI to help generate a syllabus, given the capabilities of modern technologies realistically speaking it is possible and time-bound to the first year of implementation.
* User satisfaction: Achieve a user satisfaction rate of at least 75% within the period bound to the first year of implementation. This is specific to the user’s satisfaction which is measurable through surveys. With the proper support it is attainable and realistic due to its user-friendly design of the system.

## Requirements

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

1. User interface: Easy to navigate, user-friendly that allows educators to easily generate a syllabi
2. Functionality: The system should be able to help generate the course syllabus and proper approval processes and its availability.

## Constraints

The following constraints pertain to the APC Syllabus project:

* Time: limited timeline therefore should be completed within the specified timeline
* Equipment: The need to have a stable internet connection, not everyone has access to high-speed or even modern devices.
* Security: Cost of security in a secured cloud service; the team has a limited budget.

## Assumptions

The project team for the syllabus system at APC will be working under the several assumptions:

1. User Acceptance: Assumed that all educators and students will be open to adopting a new system in generating a syllabus and its accessibility.
2. Data Availability: Assumed that existing data from the current system will be available and accessible for migration to the proposed system
3. Support: Support will be available to address any issues or concerns about the proposed system

## Preliminary Scope Statement

The AlgoRhythm 2.0 project at APC involves the development and implementation of the Smart Syllabus System. The project will include creating a website application that uses AI to help generate a syllabus, the proper approval procedure and its availability. High level resources require having an expert in AI and web development and budget to cover development which includes having a secured cloud platform and the use of AI. The project will be considered complete when the system is fully operational, users are satisfied and actively used for generating aa syllabus.

# Risks

The following risks for the proposed system 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:

* Data migration: The possibility of losing existing data
* Security: System is handling sensitive data, and there is always a risk of data breaches or unauthorized access
* Performance: System may not perform as expected under the effectiveness of the system

# Project Deliverables

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

* System development: Fully functional system that uses AI to assist in generating a syllabus
* Data Migration: Successful migration of existing data
* Project documentation: detailed system documentation, including user manuals and project reports.
* Post-Implementation review: Report that assesses the effectiveness of the system and user satisfaction.

# 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 – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| Project Start | 06/01/24 |
| * Complete Solution Design | 06/11/24 |
| 1. Acquire Hardware and Software, Secure Cloud Platform and data for AI | 06/15/24 |
| 1. Complete Solution Simulation with New Hardware/Software | 06/20/24 |
| 1. Complete Solution Simulation and Testing | 06/23/24 |
| 1. Deploy Solution | 06/25/24 |
| 1. Project Complete | 06/30/24 |

# 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** |
| 1. Hardware and Software Acquisition | $50,000 |
| * System Development | $35,000 |
| 1. Software and Licensing | $5,000 |
| 1. Developers | $60,000 |
| 1. Testing tools | $15,000 |
| **Total** | **$165,000** |

# Project Approval Requirements

Success for the Smart Syllabus project will be achieved as follows:

1. **Completion of System Development:** Fully developed, meeting all technical requirements outlined in the project plan.
2. **AI functionality:** Should show demonstration assistance in the generation of syllabi, these includes the outcomes, activities or alike that is relevant.
3. **Alignment with objectives:** Must align with the project’s objectives, addressing the challenges and improving the quality of education.
4. **Feedback Integration:** Adjustments were made based on feedback from users.

# Project Manager

Carl Von Nicanor was named Project Manager for the Smart Syllabus Project. Mr. Nicanor’s responsibility is to manage all project tasks, scheduling, and communication regarding the project. Also, he is to monitor the project's progress and performance, ensuring all is met. His team, consisting of 5 IT students including him, took part in developing the web-based application. He has the authority to make decisions and take actions that are necessary to fulfill their responsibilities and achieve project objectives, his authority level can include assigning tasks, managing the workload and setting proper deadlines and ensuring that it is to be met. Authorization

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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