**PROJECT CHARTER**

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| ****Project Title**** | University Event Management |
| Project Objective | Develop an application that streamlines the process of planning university events, optimizing collaboration among event organizers, automating key tasks such as resource allocation, and providing a centralized platform for efficient communication and coordination throughout the event planning lifecycle. |
| Scope | 1. User Roles:  - Organizers  - Participants  - Administrators  2. Event Management:  - Create, edit, categorize events  - Calendar integration  3. Resource Allocation:  - Reserve spaces and resources  - Facility booking integration  4. Communication:  - Internal messaging  - Real-time updates, notifications  5. Registration and Attendance:  - Participant registration  - Attendance tracking  6. Feedback and Evaluation:  - Participant feedback  - Post-event analysis |
| Start Date | February 7th 2024 |
| End Date | May 7th 2024 |
| Budget | **Development Costs:**  Software Development Team: $100,000 - $200,000  UX/UI Design: $50,000 - $100,000  Testing: $30,000 - $70,000  Infrastructure Costs:  Hosting: $20,000 - $40,000  Database Services: $10,000 - $30,000  Security Measures: $10,000 - $30,000  **Integration Costs:**  Third-Party Integrations: $10,000 - $30,000  Training and Support:  User Training: $10,000 - $30,000  Ongoing Support: $20,000 - $40,000  Marketing and Promotion:  Launch Marketing: $50,000 - $100,000  User Acquisition: $50,000 - $100,000  Total Estimated Budget Range: $460,000.00 |
| Risks | **Technology Risks**: Dependency on External Platforms: Integration with external platforms may pose challenges if those platforms undergo changes or experience downtime.  Compatibility Issues: Compatibility problems with various devices, browsers, or operating systems could affect user experience.  **Integration Risks:** System Integration Challenges: Integrating with existing university systems might be complex, leading to delays or functional issues.  Vendor Reliability: Dependence on third-party integrations or vendors may introduce risks if they fail to meet expectations. |
| Total expected time frame | 4 months |
| Project Manager | Bhargavi Tatineni |
| Product Owner | Khalida Parveen Mohammad |
| Stakeholders | Students  Faculty  University administration  Event Organizers |
| Software Developers | Hema Likhitha Adapa  Sony Valeti Thirupathi Eluvaka |
| Software Testers | Tarun Yada  Balanjani Kamasani  Sireesha Mamillapalli |
| Success Criteria | Achieve a minimum of 80% adoption among targeted user groups within the first three months of launch.  Efficient Event Planning:  Metric: Time reduction in event planning and coordination.  Reduce the average time spent on event planning tasks by 30% compared to previous methods.  Enhanced Communication:  Metric: Improved communication effectiveness.  90% of users report enhanced communication and coordination through the application.  Attendance and Participation:  Metric: Increase in event attendance and participant engagement.  Achieve a 20% increase in overall event attendance and active participation. |
| Exit Criteria | **Testing and Quality Assurance:**  Comprehensive testing, including unit testing, integration testing, and user acceptance testing, is completed.  Defect resolution ensures that identified issues are addressed, and the application is stable.  **Integration and Compatibility:**  Integration with university systems, third-party platforms, and APIs is successfully implemented.  Compatibility testing ensures the app functions across multiple devices, browsers, and operating systems. |

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| **Milestone 1** | **Date** | **Responsible** | **Budget** |
| Initiating stakeholders | February 4 2024 | Bhargavi Tatineni | $90,333.33 |
| Project charter signed | February 4 2024 | Thirupathi Eluvaka |
| Project kick off meeting | February 5 2024 | Bhargavi Tatineni |

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| **Milestone 2** | **Date** | **Responsible** | **Budget** |
| Gather and document client requirements | February 7th 2024 – February 19th 2024 | Bhargavi Tatineni | $160,333.33 |
| Create initial project structure | February 19th 2024-february 26th 2024 | Hema Likhitha Adapa |
| Implement basic version control (git) | February 29th 2024-March 7th 2024 | Sony Valeti |

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| **Milestone 3** | **Date** | **Responsible** | **Budget** |
| Conduct thorough testing of all features | March 9th 2024 – March 29th 2024 | Khalida Parveen Mohammad | $104,666.67 |
| Identify and fix any bugs or issues | March 30th 2024-April 5th 2024 | Balanjani Kamasani |
| Schedule regular meetings with stakeholders to discuss project progress. | April 6th 2024-April 19 7th 2024 | Thirupathi Eluvaka, Sireesha Mamillapalli |

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| **Milestone 4** | **Date** | **Responsible** | **Budget** |
| Miscellaneous management integration | April 20th 2024 – May 1st 2024 | Sony Valeti  Tarun Yada | $52,333.33 |
| Database management integration | May 1st 2024-May 5th 2024 | Hema Likhitha Adapa  Balanjani Kamasani |

1. Bhargavi Tatineni

2. Balanjani Kamasani

3. Sireesha Mamillapalli

4. Tirupathi Eluavaka

5. Hema Likitha Adapa

6. Khalida Parveen Mohammad

7. Sony Valeti

8. Tarun Yada