**Project Charter**

Project Name: IntelliAssist – AI Powered Virtual Assistant  
Project Manager: Bohdan Savula  
Project Team: Bohdan Savula  
Start Date: February 18, 2025  
End Date: March 2, 2025

### **1. Project Purpose** The IntelliAssist project is all about building a smart AI assistant to help with note-taking, managing tasks, and answering questions. The goal is to create a working prototype with an easy-to-use web interface that makes interacting with the assistant simple and efficient.

### **2. Objectives**

* Develop an AI-powered virtual assistant that helps users stay organized and find information quickly.
* Build a user-friendly web interface for easy access.
* Ensure smooth task management and note-taking features.
* Prepare a final report and presentation to showcase the project.

### **3. Key Stakeholders**

* Project Sponsor: Course Instructor
* Project Team: Bohdan Savula
* End Users: Students and professionals who need an AI assistant for managing tasks

### **4. Timeline & Major Milestones**

* Project Kickoff: Feb 18 - Feb 20
* Planning Phase: Feb 20 - Feb 22
* Breaking Down Tasks (WBS): Feb 23 - Feb 25
* Risk Assessment & Quality Check: Feb 26 - Feb 28
* Final Touches & Submission: March 1 - March 2

### **5. Project Scope**

The project will include:

* An AI-powered virtual assistant with essential features.
* A web-based interface for users to interact with the assistant.
* Full project documentation, including reports and presentations.

The project will **not** include:

* Advanced AI features beyond basic question responses.
* A mobile app version of the assistant.

### **6. Constraints & Assumptions**

* Time Limit: The project must be completed in two weeks.
* Scope: The focus is on core AI features, nothing too advanced.
* Resources: The project is handled by one person, so time and tools are limited.

### **7. Risk Management**

* Too many feature requests: Stick to the plan and timeline.
* Not enough time to finish everything: Focus on key features first.
* Tech problems with AI development: Research and test early to avoid surprises.

### **8. Roles & Responsibilities**

* AI Prototype Development: Bohdan Savula
* Website Design: Bohdan Savula
* Documentation & Reports: Bohdan Savula
* Project Oversight: Bohdan Savula
* Final Presentation: Bohdan Savula