**Project Charter**

**Date:** March 2, 2025  
**Project Title:** IntelliAssist – AI-Powered Virtual Assistant  
**Project Start Date:** February 18, 2025  
**Projected Finish Date:** March 2, 2025

**Budget Information:** This project has minimal direct costs as it relies on open-source tools and existing hardware. Optional expenses may include web hosting, premium AI services, or cloud computing, with an estimated budget of $0 to $200 if needed.

**Project Manager:** Bohdan Savula

**Contact Information:** [bi75617@mail.harpercollege.edu](mailto:bi75617@mail.harpercollege.edu)

### **Project 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.

### **Success Criteria**

A functional AI-powered assistant prototype with core features.

A web interface allowing users to interact with the assistant.

Completion of all project documentation, including reports and presentations.

Project delivered within the two-week timeline.  
  
**Approach**  
  
Research and define key AI assistant functionalities.  
Develop a web-based interface for user interaction.  
Test core AI capabilities and refine responses.  
Document findings and finalize the project report.

### **Roles and Responsibilities**

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| --- | --- | --- | --- |
| **Name** | **Role** | **Position** | **Contact Information** |
| Bohdan Savula | AI Prototype Development | Project Manager | [bi75617@mail.harpercollege.edu](mailto:bi75617@mail.harpercollege.edu) |
| Bohdan Savula | Website Design | Project Manager | [bi75617@mail.harpercollege.edu](mailto:bi75617@mail.harpercollege.edu) |
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### **Comments:**