**Project Charter Plan**

**Shrine of the Five Wounds: A web-based Church Request Management System**

**ASIA PACIFIC COLLEGE**

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**Makati City, 1232 Kalakhang Maynila**

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# Executive Summary

Within the admin’s office of The Shrine of Five Wounds of our Lord Jesus Christ, the secretary relies on manual methods on how they tend to their client’s request. These methods include the use of logbook and bulletin board to record and check scheduled services and client’s request and calling of priest for their availability within specified date and time of their client. The current system limits the parish to quickly respond and update their client and can be time-consuming to the staff.

To simplify their current process, the 6SENSE consisting of Jarvis Carpo, Vince Edward Tan, Carlo Dominic Santos, Reiner Gena, Kimberly Ann Altea and their project manager Bon Gryan Daggao proposed to create “Shrine of the Five Wounds: A Web-Based Church Request Management System. The proposed system will make it more convenient to admin’s office staff to manage service and document requests from their clients through centralizing their processes into the system. It enables the parish clients to view and send either a document or service request. As the system receives those requests, the secretary can view and approve received requests. Additionally, the system features a dashboard for monitoring the current situation of requests within the parish and schedule containing all scheduled services and priest scheduled activities.

# Project Purpose/Justification

## Business Need/Case

The Shrine of the Five Wounds: A web-based Church Request Management System is created to help with staff time constraints and scheduling conflicts from back-and-forth interactions between the staff and clients as well as the lack of effective notification system.

* The current scheduling process for services and document requests involves back-and-forth interactions between staff and clients, which cause delays for the staff.
* The secretary's use of a physical bulletin board and logbook for checking of availability of schedule.
* Secretary having to call priest to check on their availability within the client’s desired date. May lead to delay of confirmation of request.

## Business Objectives

The business objectives for this project are to direct support of the team’s corporate strategic plan to reduce time spent scheduling and processing client requests.

* Design and develop the web-based Church Request Management System within the span of (1) term of the course MYSADD1.
* Complete and successfully implement the system within the span of (1) term of the course MCSPROJ.
* Improve operation efficiency by simplifying the scheduling process of the staff to schedule and process a client request and ensuring clients and priests are informed about their schedule or request status.

# Project Description

The proposed Church Request Management System for The Shrine of the Five Wounds of our Lord Jesus Christ aims to address their current challenges within their admin's office. The office operates with manual processes for tending client's request, from checking their logbooks and bulletin board to look scheduling office and calling priest for their approval and availability within specified the specified date. To streamline their operations, the system will serve as a centralized platform for clients to submit a service or document requests and for secretary to receive those submission, enabling them to approve or cancel requests immediately. Moreover, the system enables the secretary to view priest schedule, generate reports, and control availability of services and documents.

## Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the Shrine of the Five Wounds project, the following objectives must be met within the designated time and budget allocations.

* Develop and present a detailed system methodology for the project to the stakeholders within the next 30 days.
* Complete and finalize the system design within the span of (1) term of the course MYSADD1.
* Develop the web-based system according to the approved design within span of (1) term of the course MCSPROJ.
* Conduct testing and quality assurance processes to ensure system reliability, security, and usability with the supervision of the client, project adviser, and instructor.
* Deploy and host the system on a secure web hosting server, making it accessible to users, mainly The Shrine of Five Wounds of our Lord Jesus Christ Admin Office and, and their client.

## Requirements

The technical foundation of the Church Request Management System is outlined in the System Requirement Specification (SRS). Below are the summarized system features that should be present within the system to determine the team’s success in creating the proposed system for The Shrine of Five Wounds of our Lord Jesus Christ:

* **Account Management -** It involves the creation, login, viewing, and updating of user accounts for Clients, Priests, and Secretaries. Users create accounts by providing details, and the system responds with a confirmation email and database storage. Logging in involves entering credentials, and the system authenticates the user, granting access. Users can view and update account details, with the system displaying information and storing updates.
* **Service Management – It** involves the modification of available church services by the Secretary and the ability for Clients to view service information. The Secretary can modify available services, and Clients can view detailed information about each service.
* **Request Management** – It includes the creation, viewing, updating, and approval or cancellation of service requests by Clients. It also allows Secretaries to manage requests based on Priest availability schedules. Clients can create requests, view, and update them, while Secretaries can approve or cancel requests.
* **Schedule Management** – It involves Priests setting and updating their availability schedules, with Secretaries viewing these schedules for approving/canceling Client requests. Priests can set availability, view, and update schedules, while Secretaries can view and manage requests based on schedules.
* **Generate Reports -**  It enables Secretaries to view analytics about all Client requests and generate downloadable reports based on specified date ranges. It provides insights into system performance.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward. To see complete breakdown of the technical requirement of the system as well as its nonfunctional requirements, refer to the SRS document.

## Constraints

The development of the Church Request Management System is subject to constraints regarding available resources and decision making that will be made throughout the design and implementation of the system. The significant considerations include:

* **Client’s Requirements -** The system's functionalities and user interface are directly derived from thorough communication with the client over two semesters. Detailed documentation, encapsulating the product vision and design, will be strictly followed during system development.
* **Panelist and Adviser Recommendation** - Throughout the academic year, the team presents their documentation and system to panelists and the project adviser. These recommendations serve as a guiding framework for the team during the development process.
* **Established Software Component -** At the project's outset, the team defined key software components, including Vue.js for front-end, PHP for back-end, and MySQL for the database. Any deviation from this initial plan could pose challenges in integrating software components.
* **Team’s Technical Skills** - The team may encounter limitations in meeting specific system requirements.

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of The Shrine of Five Wounds of our Lord Jesus Christ Parish.
* The purpose of this project will be communicated throughout the parish prior to deployment.
* The Parish’s IT team will provide additional resources if necessary.

## Preliminary Scope Statement

The Shrine of the Five Wounds project will include the design, testing, and delivery of a web-based system for managing church client service requests for the Shrine of Five Wounds of our Lord Jesus Christ Parish. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and all required testing will be done in the IT laboratory. All project funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the solution is tested and deployed throughout the organization, all technical documentation is complete and distributed to the appropriate personnel, and a list of future security considerations is complete and submitted to the VP of Technology.

# Risks

The following risks for the Shrine of the Five Wounds 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:

* Potential disruption to operations during solution deployment
* Potential delay of implementation due to unexpected changes in schedule.
* Potential threat to data breaches or security vulnerabilities
* Potential resource constraint due to limited time and budget

# Project Deliverables

The following deliverables must be achieved upon the successful completion of The Shrine of the Five Wounds: A web-based Church Request Management System. Any changes to these deliverables must be approved by the stakeholders and the project manager.

* Progress Reports
* Activity List
* Gantt Chart
* Vision and Scope Document
* Software Requirements Specification (SRS)
* Final MCSPROJ Document
* Improvement Matrix from previous defense
* Source Code
* Project Charter
* Test Cases
* Change Management Plan
* Contingency Plan
* Client Review
* Project Sway
* User Manual

# 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** |
| 1. Project Proposal Approval | June 2023 |
| * Project Initiation | July 2023 |
| 1. Project Design | August 2023 |
| 1. Project Building | December 2023 |
| 1. Project Defense | February 2024 |
| 1. Project Implementation | March 2024 |

# Summary Budget

The summarized budget encompasses general cost components and planned costs. As the project progresses, these costs may be subject to change as tasks and requirements become more defined. Expect a more thorough breakdown of budget and how it came to be when team has taken subject PROJMAN wherein the team will task to create a more detailed documentation plan regarding how the proposed system will be deployed within The Shrine of Five Wounds of our Lord Jesus Christ Parish.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| 1. Personnel Resources | ₱396,500.00 |
| * Hardware | ₱40,684.00 |
| 1. Software and Licensing | ₱401,643.00 |
| 1. Others | ₱70,800.00 |
| 1. Contingency | ₱90,862.70 |
| **Total** | **₱999,489.70** |

# Project Approval Requirements

Success for the Shrine of the Five Wounds project will be achieved when a fully tested web-based service request management system solution, and all technical documentation, is fully deployed throughout the company within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future security considerations as the team anticipate the necessity of this solution to evolve in order to prevent future threats. Success will be determined by the Project Adviser, Mr. Alvin Limpin, who will also authorize completion of the project.

# Project Manager

Bon Daggao is the teams of Project Manager for the entire duration of the Shrine of Five Wounds: A Web-based Church Request Management System project. This encompasses the development of documentation preceding the system development and the actual implementation of the system. In this role, Mr. Daggao is expected to oversee all project-related activities, including task management, scheduling, and communication. His team, comprising of him, Jarvis Carpo, Vince Edward Tan, and Carlo Dominique Santos will operate under a matrix support structure. Mr. Daggao will collaborate with the Project Sponsor, Miss Princess, to coordinate resource requirements. Additionally, he will create weekly progress updates to the Project Adviser, Mr. Alvin Limpin.

# Authorization

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Description automatically generatedApproved by the Project Client:

Date: February 28, 2024

Ms. Princess Malatag

Church Secretary