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| Project Charter  Project Title – Stationery Store Inventory System for Logic University | | |
| Project Objective | | |
| Provide an automated inventory system for both web and mobile interfaces and requisition volume trending function. | | |
| Business Need | | |
| The existing stationery store inventory system is highly reliant on manually handwritten forms and staff decision-making in managing processes. Such practices are highly error-prone and often lead to stationery shortage especially during peak usage periods, e.g. post-exam periods.  This project aims at eliminating time wasted due to human error and loss of documentation. It also seeks to automate repetitive processes and process useful data to empower users to focus their efforts on more value-added decision making processes such as the optimization of stock reorder quantities based upon product requisition trends. | | |
| Project Team | | |
| Project Sponsor – Logic University Administration Management  Project Supervisor – Yuen Kwan  Team Members – Weng Yi-Chieh, Park Subyung, P Sanjay Kumar, Leon Wan, Li Danyang, Sun Yichun, Miki Rusly, Koh Yong Chun | | |
| Project Scope | | |
| * This project will automate the existing processes used for inventory dispensing and tracking in Logic University. * The automated processes are targeted at 2 main user groups: Department Level (Employee, Department Representative, Department Head and Store Level (Store Clerk, Supervisor, Manager). * Automated processes include the requisition of stationery, delegation of department representative, selection of collection point (Department Level) and transaction tracking, charge-back management, requisition volume trend monitoring, integration with existing electronic mailing system, generation of Purchase Orders (Store Level). * All automated processes to be made available via web platform and selected processes to be made available via mobile platform. * The project is targeted to end on 06 Feb 18. | | |
| Project Deliverables/Milestones Deadline | | |
| 1. Project Plan 2. UI Prototype 3. User Requirement Specification Document 4. Database Design (ER Diagram) 5. Source Codes 6. System User Guide 7. UAT Performance Test Plans 8. Conduct UAT 9. UAT Signoff 10. Weekly Project Status Reports   Refer to [Project Schedule](about:blank) for detailed timeline | **12 Jan 18**  **11 Jan 18**  **15 Jan 18**  **17 Jan 18**  **06 Feb 18**  **31 Jan 18**  **01 Feb 18**  **06 Feb 18**  **06 Feb 18**  **Every Friday** | |
| Project Resource/Software Required | | |
| Programming Language – C#, Java  Visual Studio 2015  ASP.NET  Android Studio 3.0.1 for Windows | | Database – Microsoft SQL  Microsoft SQL Server 2014  Internet Information Services (IIS) Server |
| Project Approval Section  Approved By:  Approved Date: | | **Head, Administration Management**  **08/01/2018** |