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| **<****EduTrack>**  Project Charge Document (M101) |

1. **Project Information**

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| **Project Name:** | EduTrack | **PlanView Number:** | 1 |
| **Project Sponsor:** | Volodymyr Bobrovsky | **Project Size:** | Medium |
| **Project Director:** | Pronchuk Daryna | **Project Start Date:** | 18.02.2025 |
| **Project Manager:** | Pronchuk Daryna | **Project End Date:** | 19.05.2025 |

1. **Project Leads**

| **Lead Name** | **Division** | **Unit** |
| --- | --- | --- |
| Pronchuk Daryna | Project Manager | Project Management |
| Vorozhbyt Ruslan | Developer | Software development |
| Shklyaruk Nazar | Developer | Software development |
| Panasevych Kateryna | UI/UX Designer | Design |
| Starostiuk Valeria | QA-Engineer | Testing |

# Project Statement

| **Project Area** | **Description** |
| --- | --- |
| Background: | There is a growing need for digital tools for learning planning and progress analytics. |
| Project Vision Statement: | To create a desktop programme that integrates with a mobile application. |
| Objective: | Improving the organisation of the educational process. |
| Scope: |  |
| Included in scope: | Planning, analytics, data visualisation. |
| Excluded from scope: | Offline access without synchronisation. |
| Impacts: (Organizational & Technical) | Improved organisation of the learning process. |
| Dependencies: | Integration with mobile platforms, compatibility with various operating systems, and work with databases. |
| Assumptions & Constraints: | Availability of APIs for synchronisation, stable Internet connection, restrictions on the use of cloud services. |

# High-level Requirements

| **Requirement Area** | **Projected Steps/Comments** |
| --- | --- |
| UI/UX | Simple and clear design |
| Synchronisation | Online and offline mode |
| Security | Encryption of user data |
| Analytics | Statistics on academic performance |

# High-level Deliverables

| **Deliverable Type**  **Note: Identify each type as either  Business Process or Project Management.** | **Description** |
| --- | --- |
| Business processes | Automation of training planning |
| Project management | Reporting on user success |
| Business processes | Implementation of workflow automation |
| Business processes | Standardization of documentation processes |
| Project management | Task tracking and milestone reporting |
| Business processes | Integration with third-party tools for efficiency |
| Project management | Risk assessment and mitigation strategy |
| Business processes | Employee performance tracking and evaluation |

# High-level Timeline

| **Milestone** | **Target Date** | **Date Achieved** |
| --- | --- | --- |
| Analysis | 20.02 | 20.03 |
| Design | 01.03 | 01.04 |
| Development | 10.03 | 10.04 |
| Testing | 06.05 | 18.05 |
| Launch | 18.05 | 19.05 |

# High-level LOE Estimates

| **Description of Effort** | **Estimated # Hours across # Days to Complete** | **Comments** |
| --- | --- | --- |
| UI/UX design | 1 month | Creation of layouts, prototyping, coordination of design with the team and the customer. |
| Backend development | 2 weeks | Development of server logic, database configuration, and API implementation. |
| Frontend development | 2 weeks | Interface layout, integration with the backend, testing on different devices. |
| Testing | 2 weeks | Functional, integration, and user testing, fixing the errors found. |

# Project Team

| **Project Groups** | **Division/Units Represented** |
| --- | --- |
| Core Group(s): | Vorozhbyt Ruslan, Panasevych Kateryna, Pronchuk Daryna, Starostiuk Valeria, Shklyaruk Nazar |
| Expert: | Pronchuk Daryna |
| Technical Expert(s): | Vorozhbyt Ruslan,Shklyaruk Nazar |
| Designer: | Panasevych Kateryna |
| Tester: | Starostiuk Valeria |

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# Project Status Reports

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| **Status Report Owner:** | Pronchuk Daryna |

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| **Status Report Audience:** | The course instructor | Students |

**Document Change Control**

**Project Charge Document (M101)**

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| --- | --- | --- | --- |
| **Version Number** | **Date** | **Revision Author** | **Description** |
| 1.0 | 20/02/25 | SS-KS | Draft New Template Format (archived original format available via document owner) |
| 1.0 | 01/04/25 | SS-KS | Final draft approved by Project Support. |
| 2.0 | 10/03/25 | SS-KS | Converted to .docx format; file path added to footer. |
| 2.0 | 06/05/25 | SS-KS | Version approved for use. |
| 3.0 | 18/05/25 | SS-KS | Updated to address ITS iterative framework. Version approved. |
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