



## Milestone 1 – Project Charter

Group Number: 8

Group Name: OmnilertPrime



No.1	Student Number	First Name	Last Name
1	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED] i	[REDACTED]
3	[REDACTED]	[REDACTED] M	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]



## PROJECT PROPOSAL OMNiConnect



OMNILERTPRIME  
PRIME TECH THAT EMPOWERS YOU

PREPARED BY  
GROUP 8

## **Project Description:**

It's a consultation system, designed for students to consult in an efficient way. Which will work on any mobile and desktop device irrespective of time. The system will include lectures, students, and administrators.

- **Lectures:** They create time slots for consultations and update the system if they are changed, as is not available on that mentioned time slot, or an extra slot is created as to accommodate the number of students.
- **Students:** They book based on available time slots. If a slot is full the system will display and students can choose another slot or book for the following day. They can book as individuals or as groups.
- **Administrators:** They oversee the whole system. Update consultation status and give out the stats to the department.

## **PURPOSE:**

The **main** purpose of this project is to create and deploy a consultation reservation system for a university that would let students schedule appointments with professors based on available time slots and provide professors more control over their consultations. The technology will also give a way to coordinate different calendars, reserve tools and spaces for consultations, and notify students if there are earlier time slots available. The system's objectives are to offer tailored assistance to students in their academic endeavors and to speed up the consultation process for both students and lecturers.

## **GOALS & OBJECTIVES:**

Through one-on-one discussions with academics and instructors, this project seeks to enhance the academic support given to university students. The project's goals could consist of the following:

- To offer students individualized support based on their unique academic requirements and aspirations.
- To make clear the expectations and objectives of students for their classes and extracurricular activities.
- To give students fresh approaches, methods, and resources to help them succeed in school.
- To assist students in striking a balance between their academic obligations and other elements of their lives, such as their social lives, personal care, and mental health.
- To raise persistence and retention rates for students.
- To raise the level of student satisfaction with the university's academic assistance services.
- To compile information on the program's efficiency and utilize it to guide improvement.

The project's goal is to assist student performance and well-being by attaining these goals, which will also help to improve the university experience as a whole.

## **PROJECT SCOPE:**

The design and implementation of a self-contained system that enables students to schedule consultations with available university lecturers are included in the scope of the Consultation Reservation System project. By using the system, lecturers will be able to schedule consultations, organize several calendars, reserve equipment and spaces, and give consultations different statuses (such as upcoming/pending or completed). The system is a stand-alone system because it lacks network connectivity.

Students, instructors, and administrators will be the three main user types for the system. Based on available time slots, the student user can schedule a meeting with a lecturer. The lecturer user will be able to observe and effectively manage their consultations.

The administrator user will be in charge of managing users (adding, deleting, and updating them), overseeing the system's database, and producing reports using the data the system provides. The system will feature a Graphical User Interface and be user-friendly in design (GUI). As not all users are computer proficient, some users may need training on how to utilize the system. The technology will be implemented at the university, and it will be geared toward giving students individualized support.

### ▪ **Non-Functional Requirements:**

- The desktop application must be built in C#.
- The application must be compatible with all desktops.
- The application servers must handle a large number of requests at a time.
- The system must not allow more than two students to book a session with the same lecturer at the same time. (i.e. The second student should receive an error message)

## **Benefits of the project**

Through one-on-one discussions with professors, the project seeks to enhance the academic support given to university students. These are the advantages of this project:

- **Individualized Support:** Every student has a different academic profile and needs. The one-on-one consultations will offer individualized assistance catered to each student's particular needs, enabling them to receive the support they require to succeed.
- **Clear Expectations and Goals:** Students will be able to better comprehend the requirements of their courses and extracurricular activities thanks to the consultations. As a result, they will be better able to define their aims and objectives and develop a strategy to attain them.
- **Learning New Strategies:** To help students enhance their academic performance, the consultations will give them new methods, tactics, and resources. This can include advice on managing your time, studying well, and taking tests, among other things.
- **Upholding General Well-Being:** The project also emphasizes how crucial it is to keep your general well-being while working toward your academic objectives. Students will receive advice from

consultations on balancing their academic obligations and other facets of their lives, such as social activities, self-care, and mental health.

- **Improved time management and efficiency**: Both lecturers and students will have more advantage for managing their time and each party will be able to plan their schedules accordingly. Therefore effective time management means more productivity.
- **Enhanced convenience**: The proposed system will allow students to schedule consultations at their preferred time by providing them with access to the available time slots for consultations. This feature will enable students to select the most suitable time that aligns with their schedule.
- **Enhanced record-keeping**: The Consultation Reservation System will enable the administrators to maintain a precise and current database of users, consultations, and reports, resulting in efficient progress tracking, trend identification, and report generation.

In general, this project has the potential to enhance students' academic achievement, overall well-being, and university experience.

### **The Constraints/Risks of this project**

Implementing a program to give university students personalized academic support comes with limitations and hazards, just like any other undertaking. The following are some potential hazards and limitations of this project:

- **Restricted Resources**: Giving every student an individual consultation can take a lot of time and money, and those things might be scarce. This can mean a backlog of appointments or lengthy wait times for students seeking assistance.
- **Lack of Participation**: Not all students may be eager or interested in taking part in private consultations, which could reduce the project's effectiveness. To encourage students to utilize this assistance, outreach, and marketing initiatives may be required.
- **Insufficient Training**: Academics and lecturers could lack the knowledge or experience essential to effectively support students' academic performance. This could lead to inconsistent and subpar help being offered.
- **Privacy Issues**: Because the initiative involves gathering and storing personal data about students, privacy issues may arise. Making sure that the right safeguards are in place for student privacy and data security will be crucial.
- **Security risks**: The system will contain sensitive information such as student and lecturer personal information. If the system is not properly secured, it can lead to data breaches and the compromise of personal information(i.e The Breach of POPI Act).
- **Student Satisfaction**: The project's success will depend on how happy the students are with the assistance they received. To make sure the program meets their requirements and expectations, it could be necessary to routinely solicit student feedback and make changes as necessary.
- **Time Commitment**: Academics and lecturers may need to devote a lot of time to giving individual consultations, which could interfere with their other obligations to the university.

To ensure the program's success, it is critical to recognize these limitations and hazards prior to project implementation and devise measures to manage them.

### **Project Assumptions**

Statements that are presumed to be true but have not yet been verified are known as assumptions. The following are some potential project assumptions for the university students' individual academic consultation program:

- Students are interested in getting tailored academic support and direction from professors.
- Academics and lecturers are qualified to help students succeed academically because they possess the essential experience, abilities, and information.
- The university is equipped with the time and staff needed to launch and maintain the program.
- The consultation meetings, students are open to disclosing personal information with academics and lecturers about their academic progress, objectives, and difficulties.
- The program will enhance students' academic achievement, level of student satisfaction, and university experience in general.
- Academics and lecturers will be able to efficiently manage their time so that they can balance giving one-on-one advice to students with their other obligations.
- Individual counselling will increase a student's likelihood of sticking with their courses and degree programs and achieving success.

To make sure that these presumptions are true and reliable, it is crucial to validate them through research and data collection. It may be necessary to modify the project plan if any of the presumptions turn out to be incorrect.

### **PROJECT DELIVERABLES**

- What product, service, or result will be delivered at the end of the project?
  - A complete solution/application (desktop-based platform) that solves the issue at hand efficiently and effectively, which in this case is the shortfalls of the current consultation system in place at the university.
- Measurements for success:
  - Shareholder approval.
  - End-user approval (Students, Administrators, etc)
  - A clear improvement on the issues faced by the university beforehand with regard to the efficiency and effectiveness of the consultation system.
- Metrics used to gauge whether our goals have been achieved:
  - Testing the solution to see if it meets the system requirements set beforehand (check whether the system/solution is doing what it is expected to do)
  - Volume of positive reviews.
- **System requirements Specification:** A thorough report outlining the user needs, system features, and restrictions, as well as the functional and non-functional requirements of the system.
- **System Design Specification:** A document that outlines the technical design of the system, including its architecture, data models, user interface layout, and system components.

- **Maintenance plan:** describes how the system will be updated and maintained, including security patches, bug fixes, and system improvements.
- **Project management documentation:** Documents that are required to manage a project and assure its success, including the project charter, project plan, progress reports, risk management plan, and change management plan.

### **Budget:**

<b>ITEMS</b>	<b>COST</b>
Hardware and Software	R2 500 000
Software licenses	R70 000
Networking equipment	R500 000
IT consultants	R800 000
Consultants	R450 000
Legal Consultants	R750 000
Accounting Consultants	R1 200 000
Quality Assurance	R940 000
Project Manager	R1 800 000
Developers	R3 700 000
Marketing	R350 000
Contingency	R1 500 000
Cloud server	R600 000
<b>TOTAL</b>	<b>R15 097 000</b>

## **Project timeline:**

### **Planning phase (Feb 2023 – March 2023)**

- Describe the project's goals and scope.
- Do a feasibility analysis
- Determine the project's personnel and stakeholders.
- Create a project plan and schedule.
- Get the necessary consents.

### **Analyze Stage (April 2023 )**

- collect user needs and requirements
- Find system limitations and dangers.
- Create user personas and use cases.
- Create workflows and use cases.
- Create a document with system requirements

### **Design Phase (May 2023-June 2023)**

- Design and develop the system architecture
- Make ER diagrams and data models.
- Create prototypes and designs for user interfaces
- Identify APIs and system integrations
- Completion of the system requirements document

### **Developing Stage (July 2023 – October 2023)**

- Make and program system components
- Do unit testing and bug-fixing
- Incorporate system modules and components.
- Implement system testing and quality control
- Record the user guide and functioning of the system.

### **Implementation Phase (November 2023)**

- Launch the system in a live environment and run user acceptance tests.
- Perform system updates and maintenance and educate users and stakeholders on how to use the system.
- Perform a review and evaluation of the finished project.



## **Communication plan:**

The purpose of the communication plan is to ensure effective communication among the project team members ,stakeholders and the client institution throughout the project lifecycle.

- **Communication Channels :**

- **Email :** e-Mail will be the secondary mode of communication for the project announcements hence it is essential for all the group members to check their emails
- **WhatsApp :** WhatsApp will be the primary mode of communication amongst the project team members ,The most important components will be discussed in the WhatsApp group.
- **Team Meetings :** Weekly meetings are held on Thursdays at 8 am(in person) and on Fridays at 6 pm(on MS Teams) to discuss the project progress.
- **Project Management Tool :** For this project Trello project management tool would be used to assign track the project, assign tasks and monitor deadlines. All group members would be required to update the tool on a regular basis.

- **Frequency and Format:**

- Weekly meeting will be held on Thursdays at 08h00 and on Friday at 18h00,The minutes for each meeting would be sent within 12 hours after the meeting.
- The project management tool would be updated daily by the project manager to update all the team members of all the deadlines and tasks they need to perform.
- All urgent notifications would be sent in the Team's WhatsApp group and urgent issues would be resolved immediately.

- **Roles and Responsibilities:**

- **Project Manager :** Responsible for overall communication plan implementation and ensuring effective communication among all team members.
- **Team Members :** Responsible for participating in meetings and updating the project management tool once they have accomplished their tasks.

Any project's success depends on effective communication. We can make sure that all team members, stakeholders, and sponsors are aware of and up to current on the status of the Consultation Reservation System project by putting in place an effective communication plan.

**Project Team Members and Roles:**

	ROLE	First Name	Last Name
1	Project Manager		
2	UI/UX Designer		
3	UI/UX Designer		
4	Software Engineer		
5	Database Designer		
6	Accounting Manager		

### Team Sign-off

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