**System Sync Project Charter**

**Project Name:** Small Business Inventory Management & Sales Record System

**Purpose/Business Case**

A small retail business owner may often face significant challenges in managing their sales and inventory, as manual processes are commonly utilized in these types of businesses. Manual spreadsheets and ad-hoc processes lack automation, accuracy, and visibility into their business’s performance and revenue. This will lead to problems such as stockouts, over-purchasing items, delayed restocked, and limited knowledge of how well products are performing. Without an automated system, business owners cannot accurately track customer demands, sales trends, and calculate profits. As a result of this, inefficient decision-making, lack of accountability, and potential revenue loss may occur.

An Enterprise Resource Planning (ERP) system would be able to address these concerns in a business; however, this is often too costly and complex for a small business. For this reason, a need for a cost-friendly, user-friendly small business solution arises.

The purpose of this project is to plan, design, and implement a Small Business Inventory Management & Sales Record System that will automate product tracking, sales recording, and inventory controlling. This system will incorporate sales and inventory data, which will allow business owners to:

* Receive low-stock alerts
* Record sales transactions through a POS-style interface
* Accurately track sales trends and product performance
* Generate sales summary reports
* Create audit trails and digital records.

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**Goals and Success Criteria**

**Goal 1:** Develop a plan to create a small business inventory management and sales record system that includes a POS-style interface, inventory database, low stock alerts, and a reporting dashboard by the end of Fall 2025.

**Goal 2:** Create a sales and inventory tracking system that automates record entry and report generation while reducing manual data entry and tracking, which will allow small business owners to easily view and stay up-to-date on sales and inventory data.

**Success will be measured by:**

* The systems capability to allow users to easily enter, update, and retrieve sales or inventory data
* Required records produced
* Accurate query results from the database
* Smooth and responsive system with streamlined performance demonstrated during testing and final demo.
* Positive user feedback on easy use and clear information display.

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**Stakeholders**

* **Sponsor**: Dr. Pratibha Menon
* **Customer / End User**: Small business owners
* **Team Members**: Godspower Odige, Hamza Yalouli, Hannah Injety

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**High-Level Requirements**

* Track product performance
* Track the final product & delivery
* Track sales (order number, invoice, and payments)
* Track customers and customer feedback on each product

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**Milestones and Timeline**

**Milestone 1:** Sales Recording – February 10th, 2026 ( Date to be determined)

**Milestone 2:** Automatic Inventory Updates – February 17th, 2026 (Date to be determined)

**Milestone 3:** Low-Stock Alerts – March 1st, 2025 (Date to be determined)

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**Risks and Mitigation**

* **Risk 1:** Inaccurate spreadsheet data

**Mitigation** - Confirm data accuracy before migration, and make manual corrections

* **Risk 2:** Scope creep

**Mitigation** – Confirm project scope and do not change it; document future features if possible another time

* **Risk 3:** Issues with large sales history and summaries

**Mitigation** – Set report size limits

* **Risk 4**: Poor user adaption

**Mitigation** – Perform user testing before full implementation

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**Approval**

**Sponsor/Faculty:** Dr. Pratibha Menon

**Project Manager/Student Lead:** \_\_\_\_\_\_\_\_\_\_\_\_\_