

2022

Project Charter

HOSTEL MANAGEMENT SYSTEM

**HIRRA ZAHID**

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| **Project Name** | HOSTEL Management System |
| **Creation Date** | 14/08/2022 |
| **Project Charter Status**  **(Pending/Approval/Reject)** |  |
| **Project Sponsor Signature** | Date of Project Approval |
| **Proposed Project Start & End Date** | Start:03/10/2022  End Date:19/8/23 |

Part 1: Project Overview

Part 2: Project Details

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| **Project Description** | The HOSTEL Management System project aims to develop a comprehensive software application to manage student data, academic records, and other related information at the Campus. The project's primary objective is to improve the efficiency and accuracy of student data management by automating the existing manual process. By doing so, the project aims to enhance communication between students, faculty, and administration by providing a platform for easy access to relevant information.  The project's scope includes several features such as student registration and admission management, course registration and scheduling, grade and transcript management, attendance tracking, fee payment and financial aid management, student portal for accessing relevant information, faculty and staff management, reporting, and analytics.  The project's deliverables include the software application with the above- mentioned features, user manuals and training materials, technical documentation, and a maintenance and support plan. The project's milestones include project initiation and planning, software development and testing, user  acceptance testing and deployment, user training, and system handover. |
| **Objectives** | * To develop a comprehensive and user-friendly software application to manage student data, academic records, and other related information at the Campus. * To improve the efficiency and accuracy of student data management by automating the existing manual process. * To enhance communication between students, faculty, and administration by providing a platform for easy access to relevant information. * To ensure the security and confidentiality of student data by   implementing appropriate access controls and data encryption. |
| **Time & Cost** | 1. **Development Phase:**    * Duration: 6 months    * Cost: $500,000    * Deliverables: Software application with student registration and admission management, course registration and scheduling, grade and |

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|  | transcript management, attendance tracking, fee payment and financial aid management, student portal for accessing relevant information, faculty and staff management, reporting, and analytics.   1. **Testing and Quality Assurance Phase:**    * Duration: 2 months    * Cost: $100,000    * Deliverables: Tested and verified software application ready for deployment. 2. **Implementation and Deployment Phase:**    * Duration: 2 months    * Cost: $200,000    * Deliverables: Software application successfully deployed at the Campus, end-user training completed, and data migration and conversion completed. 3. **Maintenance and Support Phase:**    * Duration: 12 months    * Cost: $400,000    * Deliverables: Software application maintained and supported by a dedicated team, any issues or bugs resolved, and end-user support provided. 4. **Contingency Reserve:**    * Duration: Throughout the project lifecycle    * Cost: $100,000 (10% of the overall project cost)    * Deliverables: A contingency reserve to cover any unforeseen costs or risks that may arise during the project lifecycle. 5. **Project Management Phase:**    * Duration: Throughout the project lifecycle    * Cost: $150,000    * Deliverables: Project manager and administrative support to oversee the project and ensure its successful completion. 6. **Other Costs:**    * Legal and regulatory compliance costs: $50,000    * Insurance costs: $25,000    * Taxes and other fees: $20,000    * Miscellaneous expenses: $10,000 |
| **Milestones** | 1. **Project Initiation:**    * Duration: 2 weeks    * Deliverables: Project charter, project plan, stakeholder analysis, and team formation. 2. **Requirements Gathering and Analysis:**    * Duration: 4 weeks    * Deliverables: Requirements documentation, functional specification, and system design. 3. **Development Phase:**    * Duration: 24 weeks    * Deliverables: Software application with student registration and admission management, course registration and scheduling, grade and |

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|  | transcript management, attendance tracking, fee payment and financial aid management, student portal for accessing relevant information, faculty and staff management, reporting, and analytics.   1. **Testing and Quality Assurance Phase:**    * Duration: 8 weeks    * Deliverables: Testing plan, test cases, test scripts, test results, and verified software application ready for deployment. 2. **Implementation and Deployment Phase:**    * Duration: 8 weeks    * Deliverables: Software application successfully deployed at the Campus, end-user training completed, and data migration and conversion completed. 3. **Maintenance and Support Phase:**    * Duration: 52 weeks    * Deliverables: Software application maintained and supported by a dedicated team, any issues or bugs resolved, and end-user support provided. |
| **Key Stakeholders** | 1. **Campus Administration:** The Campus administration is the primary stakeholder for this project. They are responsible for the overall success of the project, including ensuring that the student management system meets the Campus' requirements and objectives. 2. **Students:** The students are a crucial stakeholder in this project, as they will be using the student management system on a daily basis. Their feedback and input will be essential in determining the success of the project. 3. **Faculty and Staff:** The faculty and staff are another important stakeholder in this project. They will use the system to access student information, track attendance, and input grades, among other things. Their feedback and input will be valuable in ensuring that the system meets their needs. 4. **IT Department:** The IT department will play a critical role in this project, as they will be responsible for developing, testing, implementing, and maintaining the student management system. 5. **Project Manager:** The project manager will be responsible for overseeing the project's execution, ensuring that it is completed on time, within budget, and to the satisfaction of all stakeholders. 6. **Software Developers:** The software developers will be responsible for designing and developing the student management system, ensuring that it meets the Campus's requirements and objectives. 7. **Quality Assurance Team:** The quality assurance team will be responsible for testing the student management system to ensure that it is working as intended and is free of bugs and errors. 8. **Trainers:** Trainers will be responsible for training end-users on how to use the student management system. 9. **Support Staff:** The support staff will be responsible for providing technical support to end-users, ensuring that any issues or bugs are resolved quickly and efficiently. |

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| **Risk** | 1. **Technical Risks:** Technical risks may arise due to hardware or software failures, data loss, or system downtime. These risks can cause delays in the project's timeline and affect the system's performance. 2. **Security Risks:** The student management system will contain sensitive information such as student records, financial data, and personal information. Security risks such as hacking or data breaches can compromise the system's integrity and privacy, leading to legal and reputational consequences. 3. **User Adoption Risks:** The success of the student management system will depend on how well it is adopted by end-users, including students, faculty, and staff. User adoption risks may arise if the system is not user-friendly, difficult to use, or does not meet their needs. 4. **Scope Creep Risks:** The scope of the project may change during its lifecycle due to stakeholder requests or changes in Campus requirements. Scope creep risks can cause project delays, cost overruns, and affect the quality of the system. 5. **Resource Risks:** The project team may face resource risks, including staffing shortages, inadequate budgets, or lack of infrastructure. These risks can impact the project's timeline, quality, and success. 6. **Training Risks:** End-users will require training on how to use the new student management system. If training is not provided adequately or on time, end-users may not use the system effectively, leading to user adoption risks. 7. **Vendor Risks:** If the Campus is using third-party vendors for hardware, software, or services, vendor risks may arise, including vendor bankruptcy, inability to deliver as promised, or conflicts in vendor contract negotiations |
| **Terms & Conditions** | 1. **Project Scope:** The project scope will be defined in the project charter and will include the project's objectives, deliverables, and timeline. 2. **Budget:** The budget will be defined in the project charter and will include all project costs, including hardware, software, staffing, training, and other project-related expenses. 3. **Communication:** The project team will communicate regularly to ensure that project goals and objectives are met, risks are identified and managed, and issues are resolved in a timely and effective manner. 4. **Change Management:** Any changes to the project's scope, timeline, or budget must be approved by the project manager and relevant stakeholders. A change management process will be established to ensure that changes are documented, communicated, and implemented appropriately. 5. **Confidentiality:** All project-related information, including data, documents, and communications, will be treated as confidential and will not be disclosed to any unauthorized parties. 6. **Intellectual Property:** The Campus will retain all intellectual property rights related to the student management system, including software, documentation, and data. |

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|  | 1. **Acceptance Criteria:** The project will be considered complete when all project objectives and deliverables have been met and the system has been tested and accepted by the Campus administration. 2. **Warranty and Support:** The vendor will provide a warranty and support for the student management system for a defined period, as specified in the project charter. 3. **Termination:** Either party may terminate the project with written notice if the other party materially breaches any of the terms and conditions of the agreement. 4. **Governing Law:** The project will be governed by the laws of the jurisdiction where the Campus is located. |