**Project Charter**

**Rent-A-Drive**

**Inspired I.T Systems**

**50 Murray Street**

**Mpumalanga, Nelspruit, 1200**

**25 February 2013**

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# Executive Summary

1. The project is about a Car Rental Management System to a company called Nelspruit Safari Rentals. From this point, the project will be referred to as ‘Rent-A-Drive’. The company specializes in renting cars to tourists who want to visit heritage sites, game parks and any other tourist attractions within the Nelspruit region.
2. After the project Charter has been approved by Nelspruit Safari Rentals, the project plan shall be officially submitted for approval by our client. The resources used to create the rental system shall be leased to us by Piet Smit , Academic Co-coordinator at CTI Education Group, Nelspruit Campus.

# Project Purpose/Justification

## 

## Business Need/Case

The Rent-A-Drive project has been created to solve the current problem of car renting and client administration at Nelspruit Safari Rental. This includes but is not limited to: car booking , payment, car returning, invoicing and creating financial reports to keep or send to clients if the need arises. The costs associated with the successful design and implementation of these security measures will be recovered as a result of the anticipated reduction in financial damages.

## Business Objectives

The business objectives for Rent-A-Drive are in direct support of the ease of administration and lending of cars, which will increase business and make the rental company more accessible to new and old customers.

* Design and test the new system within a period of less then a year.
* Complete implementation of the new system by the 28th of October 2013.

# Project Description

The internet and information technology has vastly influenced every business’s day-to-day running, car rental companies are no different. The creation of an online system would allow Nelspruit Safari Rentals to not only be a locally recognized business but nationally too, even globally if required. It allows customers to reserve cars online and know when to collect the car. The fact that customers are allowed to register, it allows Nelspruit Safari Rentals to keep customer details and transactions to improve the ease of renting a car. As it stands today, Nelspruit Safari Rentals does all the business paper based, which increases administration load and reduces the chances of the company expanding. PHP shall be the programming language used to create the rental management system due to its vast growth in web development in the I.T industry. The project deliverables shall include car rental system design, all coding, testing, implementation of the system, and a user’s guide.

Our project sponsor, being Mrs. Leoni Mullett, owner of Nelspruit Safari Rentals shall determine the current advancement of the project upon her approval.

## Constraints

The following constraints pertain to the Rent-A-Drive project:

* All security hardware and software must be compatible with our current IT platforms
* All hardware and software must be purchased and licensed within the time allocated to the project.
* There is only 1 PHP programmer and 3 C# programmers, 4 java programmers.
* Availability of the LAB resources used to create the system is subject to availability when it is needed.
* 2 programmers with SQL experience.

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments.
* The capabilities of this system will be communicated thoroughly with the client prior to deployment.
* The Project Manager will provide additional resources if necessary.

## Preliminary Scope Statement

The Rent-A-Drive project will include the design, testing, and delivery of an improved car rental management system. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and all required testing will be done in the IT laboratory (Ingwe, CTI Nelspruit Campus). All project funding will be managed by the project manager and team up to and including the allocated amounts in the project cost (part of Deliverable 1). Any additional funding requires approval from the project sponsor (Mrs. Leoni Mullett). This project will conclude when the final report is submitted.

# Risks

Risks involved in this project would be:

* The limited resources our company (Inspired I.T Systems) has.
* Migrating all the paper based information Nelspruit Safari Rentals has on its current customers.
* Unavailability of the I.T Lab.
* The PHP programmer falling ill while the coding of the project is ongoing.
* Unavailability of the project manager when any of the above risks are met.

# Project Deliverables

The following deliverables must be met upon the successful completion of the Rent-A-Drive project. Any changes to these deliverables must be approved by the project sponsor.

Rent-A-Car Project Deliverables are as follows:

* Deliverable 1 – 22 March 2013

(Requirement Specification, Initial GUI designs, Project Plan, Risk Analysis, Project Costing & CVs of project members)

* Deliverable 2 – 30 April 2013
* Deliverable 3 – 20 September 2013
* Deliverable 4 – 28 October 2013

# Summary Milestone Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly stated/defined, this schedule will be modified. Any changes will be communicated through project status meetings by the project manager and the project sponsor if required.

|  |  |
| --- | --- |
| **Summary Milestone Schedule** | |
| **Project Milestone** | **Target Date (dd/mm/yyyy)** |
| * Project Start | 22/02/2013 |
| * Acquire Hardware and Software | 25/02/2013 |
| * Complete Solution Design | TBA/TBC |
| * Complete Solution Simulation with New Hardware/Software | TBA/TBC |
| * Complete Solution Simulation and Testing | TBA/TBC |
| * Deploy Solution | TBA/TBC |
| * Project Completion meeting with client | TBA/TBC |

# Summary Budget/Cost

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – Development :** | |
| **Project Component** | **Component Cost** |
| * Personnel Resources |  |
| * Hardware |  |
| * Licensing |  |
| * I.T Lab rental and Preparation (incl. water & electricity) |  |
| * Food & Drinks |  |
| * Hardware and Software Security & Insurance |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Summary Budget – System Requirements :** | |
| **Project Component : Hardware** | **Component Cost** |
| * 3X System Case (one client & 1 server) * 3X Monitors * 3X Mouse * 3X Keyboard |  |
| **Project Component : Software** | **Component Cost** |
| * TBC on the project requirements |  |
| **Total** |  |

# Project Approval Requirements

Success for the Rent-A-Drive project will be achieved when a fully tested and functional car rental management system is available, and all technical documentation, is fully deployed to the client within the time and cost constraints indicated in this charter. Additionally, this measure of success must include a recommendation list for future security considerations as we fully anticipate the necessity of this solution to evolve in order to prevent future threats. Success will be determined by the Project Sponsor, Mrs. Leoni Mullett, who will also authorize completion of the project.

# Project Manager

Mr. Tom Zimba is named Project Manager for the duration of the Rent-A-Drive Project. Mr. Zimba’s responsibility is to manage all project tasks, scheduling, and communication regarding the project with management and Nelspruit Safari Rentals, organise and control activities with project members so that Rent-A-Drive is completed as successfully as possible in spite of all the risks.. His team, consisting of 4 programming specialists, 1 I.T and Admin and two networking specialists will be making the project a success. Mr. Zimba will coordinate all resource requirements through the ILT Academic Coordinator, Mr. Piet Smit. Mr. Zimba is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional funding must be requested through the Project Sponsor, Mrs. Leoni Mullets. Mr. Zimba will provide weekly updates to the Project Sponsor.

# Project Authorization

For the project to head in the correct course of direction, the following people must be happy with the contents of the project charter and approve the project for completion when it has achieved the objectives listed on this project charter charter.

**Project Manager :**

Mr. Tom Zimba :

Signature Date:

**Project Sponsor :**

Mrs. Leoni Mullett :

Signature Date:

**Project Team :**

Mr. Albert Rust :

Signature Date:

Ms. Juleka Chikane :

Signature Date:

Ms. Lethabo Magabane :

Signature Date:

Ms. Sanelisiwe :

Signature Date:

Mr. Prince Magagula :

Signature Date: