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INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

KULLIYAH OF INFORMATION AND COMMUNICATION TECHNOLOGY

DEPARTMENT OF INFORMATION SYSTEMS

INFO 3307 – PROJECT MANAGEMENT IN IT

PROJECT CHARTER

PROJECT TITLE: WEBSITE DEVELOPMENT FOR MAAHAD TAHFIZ ABU QASIM

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INSTRUCTOR: MADAM NOOR AZIAN MOHAMMAD ALI

SECTION: 2

Project Stakeholder

Name: Muhammad Ridzwan bin Roslan Title and role: Client Phone number: 0113-225046 Email address: Ridzwan.mb@gmail.com	Name: Madam Noor Azian Mohammad Ali Title and Role: Lecturer Phone number: 016-2155203 Email Address: noorazian@iium.edu.my	Name: Sohan Mohmmmed Ismail Chowdhury Title and Role: Project Manager Phone number: 019-2067196 Email Address: ismailsohan619@gmail.com
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Project Description

Background	Maahad Tahfiz Abu Qasim is institutional education that located at Kampung Changkat, Gombak. The establishment of this Islamic Institution is to produce young generation with sufficient knowledge about Islam.
Description challenges or opportunity	The challenges that the Maahad Tahfiz Abu Qasim facing right now is the absent of technology within the institution. Maahad Tahfiz Abu Qasim did not have any website. This project will create a website for the Maahad Tahfiz Abu Qasim.
Overview of the desired impact	The website will help the Maahad Tahfiz Abu Qasim in few things: <ol style="list-style-type: none">1. Promoting the Maahad Tahfiz Abu Qasim to the community.2. The website will help the client understand about the important of having a website.3. The website will be the placed for the client to display the Maahad Tahfiz Abu Qasim information to the public.4. The website also will help the community to know more about the institution.

Measurable Organizational Value (MOV)

Area of Impact	MOV
Customer	The client can make the Maahad Tahfiz Abu Qasim more known to people outside the area of Kampung Changkat, Gombak
Strategic	The website will be a centre for information for public to view if they interested to know more about Maahad Tahfiz Abu Qasim.
Financial	The number of donations is from the community to Maahad Tahfiz Abu Qasim increasing.
Operational Social	Allowing the client and his staff gain more engagement from the public.

Project Scope

Included in the scope	<p>The development of a new website with the following features:</p> <ul style="list-style-type: none">• Homepage: Displaying the name of the Maahad Tahfiz Abu Qasim and basic information.• About Us: Displaying the history, the motto of the Maahad Tahfiz Abu Qasim• Academic: Displaying the academic information about the Maahad Tahfiz Abu Qasim offer to community.• Others: Displaying the donation information and other related information about the institution.• Contact Us: Displaying the contact information for Maahad Tahfiz Abu Qasim• The website will be developed using WordPress.
Excluded from the scope	<p>The project will exclude the following:</p> <ul style="list-style-type: none">• E-commerce functionality• Content management system (CMS) development (if applicable)• Ongoing website maintenance and support

Project Schedule Summary

Project Start Date	19 March 2024	
Project End Date	29 May 2024	
Milestones	Milestone 1: Acquiring client.	23 March 2024
	Milestone 2 & 3: User Requirement and Design	13 April 2024
	Milestone 4: UAT	13 May 2024
	Milestone 5 & 6: Project Closure	28 May 2024

Project Budget Summary

Total Budget	RM 756.21	For 3 years subscription (domain and hosting)
Budget Breakdown	Domain	RM 539.64
	Hosting	RM 173.40
	Tax (SST 8%)	RM 43.17

Quality Issues

Specific Quality Requirements	<ol style="list-style-type: none">1. The website can be access in different devices (PC, Laptop, Smartphone, and Tablets).2. The website design is responsive when using different devices.3. The website is easy to navigate.4. The features can function properly.5. No incorrect spelling on the website.6. Outsides attract to get read about the Maahad Tahfiz Abu Qasim when visiting the website.
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Resources Required

People	<ol style="list-style-type: none">1. The client2. Lecturer3. Project manager4. Developer 15. Developer 26. Secretary
Technology	<ol style="list-style-type: none">1. WordPress2. Exabytes (domain and hosting)

Facilities	None
Other	None

Assumptions and Risks



Risks	<ol style="list-style-type: none"> 1. The features on the website cannot work properly. 2. The website crashes. 3. The project failed.
Assumptions	<ol style="list-style-type: none"> 1. The client cannot login to the WordPress account. 2. The client forgot the ID and password. 3. The website cannot be completed within the timeline given.

Project Administration

Communication Plan	<p>Target Audience:</p> <ol style="list-style-type: none"> 1. Client 2. Project team <p>Channels</p> <ol style="list-style-type: none"> 1. The communication will be done entirely online via WhatsApp. 2. Online meeting will be held if the meeting is just a short one, to update the current progress. 3. Physical meeting with the client at the Maahad Tahfiz Abu Qasim (for UAT and handover also the first meeting).
Scope Management Plan	<p>Purpose: Clear define the scope of the website to the client.</p>
Quality Management Plan	<p>Purpose: Create a functional website for Maahad Tahfiz Abu Qasim</p> <p>Quality Standard</p> <ol style="list-style-type: none"> 1. All the features on the website should function properly as per user requirement. 2. The website should display the accurate information that given by the client. 3. The design of the website should be simple and easy to understand for the client
Change Management Plan	None
Human Resources Plan	None

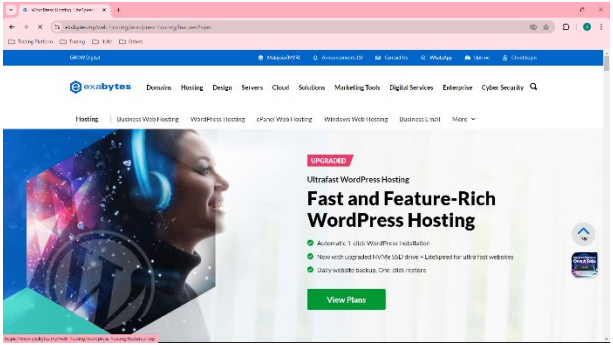
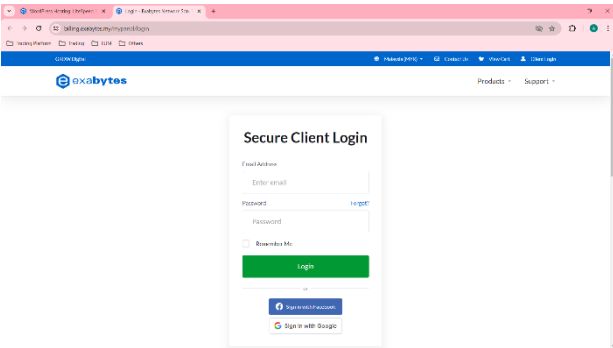
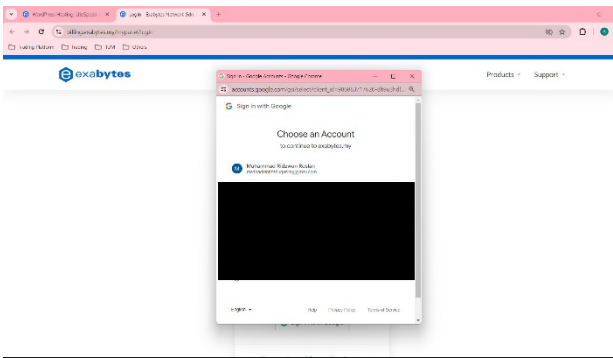
Implementation and Project Closure Plan	<ol style="list-style-type: none"> 1. Project closure will be held on 28 May 2024 2. The project team will handover the complete website to the client. 3. After doing the meeting closure the project charter will be submitted. 4. The client will give us the evaluation based on our individual performance. 5. The presentation will be held on 29 May 2024.
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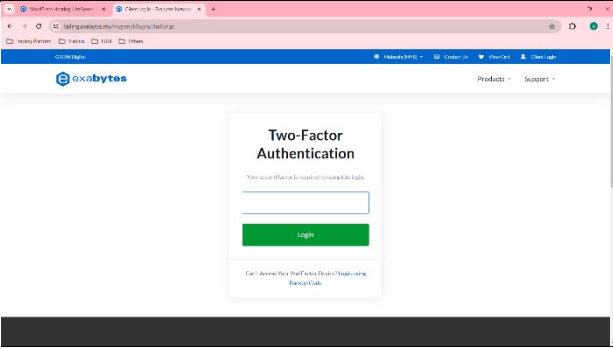
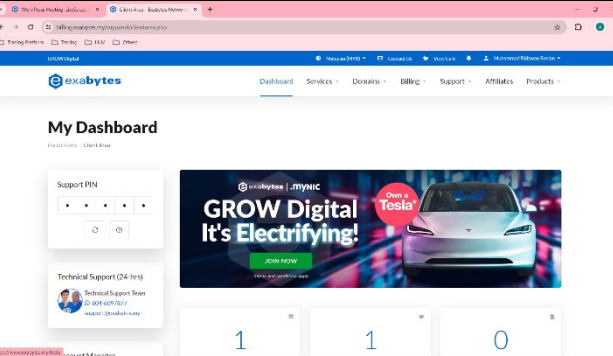
Acceptance and Approval

Prepared By: Abd Hakim bin Al Nasirin	Approved By: Sohan Mohammed Ismail Chowdhury	Date:
		28 MAY 2024

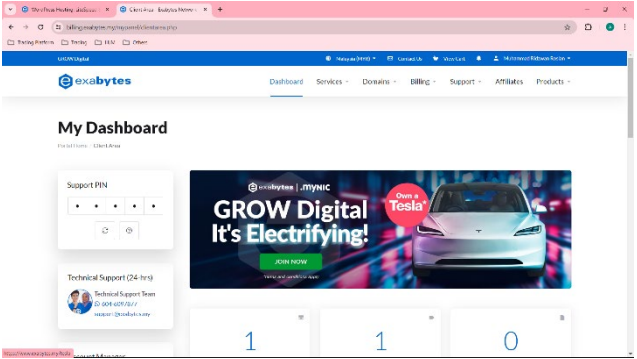
USER MANUAL

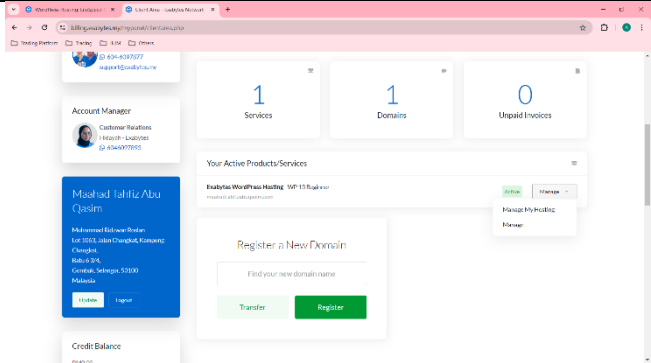
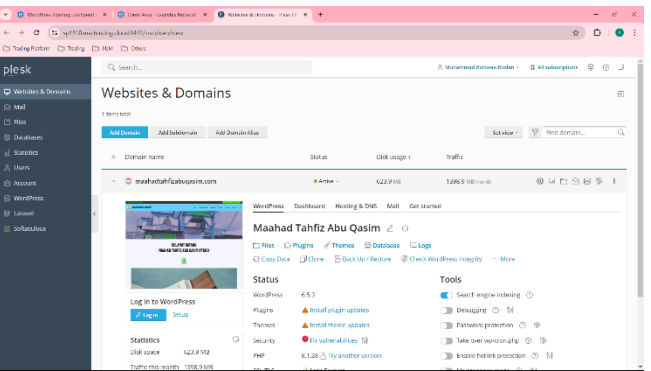
LOGIN INTO EXABYTES ACCOUNT

No	Steps	Remarks
1.	Visit the Exabytes official website.	
2.	Click the 'Client Login' button.	
3.	Login to Exabytes account via Gmail.	

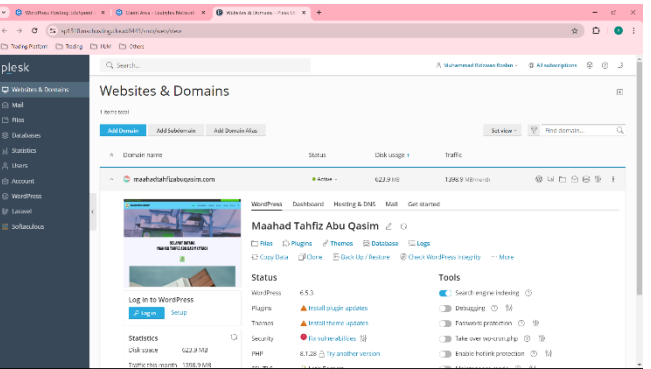
4.	Enter the six-digit code verification (2FA).	
5.	Login successfully.	

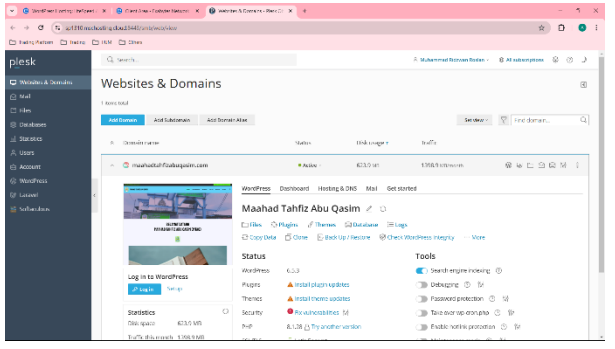
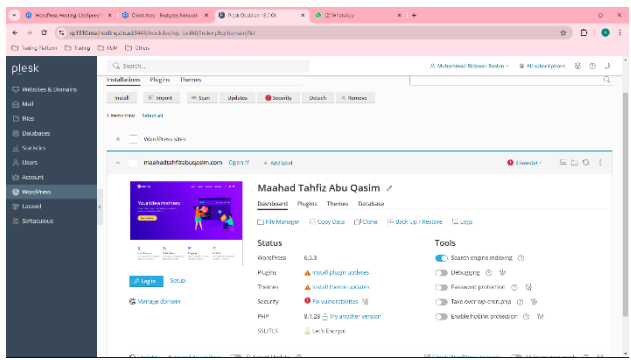
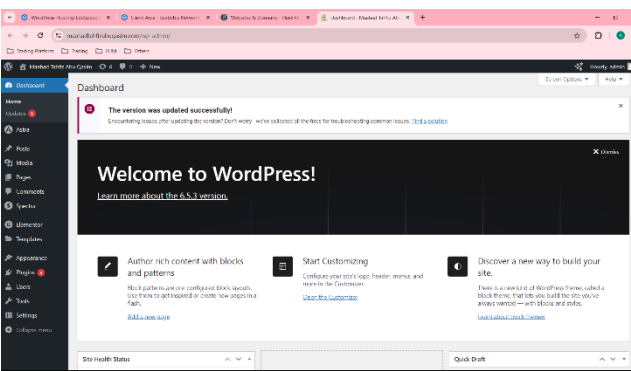
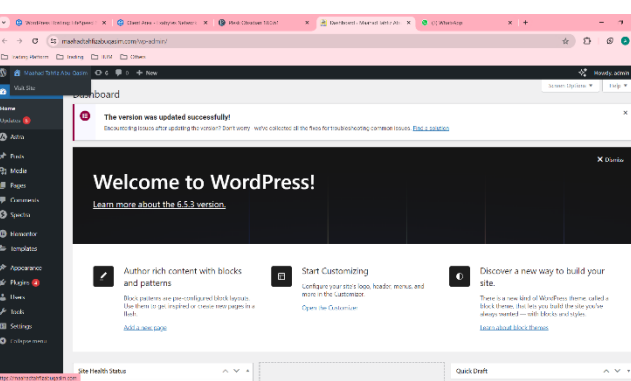
LOGIN INTO PLESK ACCOUNT

No	Steps	Remarks
1.	After sucseffully login into the Exabytes account you will see the homepage,	

2.	Click the scroll down button. It will show two options and you can show the option 'manage my hosting'.	
3.	You will be redirect into new window and you successfully login to PLESK.	

LOGIN INTO WORDPRESS DASHBOARD

No	Steps	Remarks
1.	After successfully login into PLESK you will see the main page of the PLESK system.	

2.	Click the button ‘WordPress’ on the left side of the PLESK system.	
3.	After that click the login button. The blue button.	
4.	Successfully login into the WordPress Dashboard.	
5.	Hover your mouse to the name of the Maahad Tahfiz, the top left and there will word ‘Visit Site’. Click that word and you will be redirect to new window.	

6. You will be redirected to the admin page of the website.

