



**PROJECT
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PROJECT CHARTER PLAN
TRACKING ACTIVITY AND PROJECT MANAGEMENT

GROUP ABYSS

2023





PROJECT CHARTER

PAYROLL PROJECT

This Charter authorizes the Project Development Office (PDO) of Asia Pacific College to create a collaborative platform with additional features that can help monitor, track, participate, and generate reports for projects assigned to student groups in partnership with industry partners. The PDO will work closely with proponents to develop a project plan that includes a scope statement, schedule, cost estimate, budget, and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. The Project Development Director will assign all necessary resources for the project and approve the project plan. The successful completion of this project will enhance the efficiency and effectiveness of the Project Development Office, improving the reputation of Asia Pacific College as a leading institution in project management.

The project scope is to create a project tracker platform that enables the Project Development Office (PDO) of Asia Pacific College to efficiently monitor and track the progress of multiple student teams working on a single project in collaboration with industry partners. The project deliverables shall include a collaborative platform with additional features that can help monitor, track, participate, and generate reports for the assigned student groups, as well as a project plan that includes a scope statement, schedule, cost estimate, budget, and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. The project aims to improve the efficiency and effectiveness of the PDO and any educators facing similar issues in monitoring student team progress on group projects. The project may also address the fourth Sustainable Development Goal, which is Quality Education, by enhancing the educational experience of students through improved project management and monitoring.

The Project Manager for the project is Mr. Jayvee Cabardo, the Director of the Project Development Office of Asia Pacific College. As the Project Manager, Mr. Cabardo has the authority to apply organization resources to the project, such as assigning a student project group to the industry partner client, monitoring and tracking project progress, and overseeing the development of a collaborative platform to improve project management and tracking capabilities. Mr. Cabardo is also responsible for ensuring that the project plan is developed and submitted for approval, and that all resources are assigned by the Project Sponsor, if necessary.



The Milestone Schedule for the project summary is provided below, but it may be subject to changes as requirements become more defined. The project manager will inform about any modifications in the schedule during the project status meetings.

Summary Milestone Schedule – List key project milestones relative to project start.	
Project Start	June 7, 2022
Project Client Search	June 9, 2022
Project Document	June 11, 2022
Project Design	January 6, 2023
Project System	January 9, 2023
Project Presentation	February 4, 2023
Status	COMPLETED

<Paragraph 5: Project Budget – state the budget for the project and identify funding sources >

The budget for the Payroll project is \$420,000. It is to be funded through the FYxx Human Resources Technology Budget.





SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

<Project Sponsor Name>

<Project Sponsor Title>

Date: _____

