Project Charter

Date: 1 October 2021

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| **Project Title**: Developing a room booking system for UOW | | | |
| **Project Start Date:** 1 Oct 2021 **Projected Finish Date:** 15 Nov 2021 | | | |
| **Budget Information:**  Manpower cost: 6 member x $1k/week x 7weeks = $42k  Office rental: $1k/week x 7weeks = $7k  Computer purchase: 6 computers (For programming) x $1.5k = $9k  **Total:** $53500 | | | |
| **Project Manager:** Christie, 98228076, casmc183@uowmail.edu.au | | | |
| **Project Objectives:**  Developing a room booking system can help eliminate conflicts and the need for physical booking. This system provides a hassle-free way of management. It also reduces the need for physical booking which helps minimise physical interaction during the Covid pandemic. | | | |
| **Success Criteria:**  The project is successfully completed within the given time frame, meeting all the requirements in the project scope and expenditure are within the budget. | | | |
| **Approach:**  We will start out by having a team bonding session to get to know each other better. Following that, have our first meeting to confirm the schedules of all our team members. Once our scheduling is settled, we will be able to plan regular meetings to draft out our team structure, and proper processes to meet project timelines.  We will also discuss our ideas, assign roles, and split up the workload among us. Along the way, we will communicate, share our thoughts, and opinions as well as learn from one another.  Lastly, if we have any doubts, questions, or issues, we will make sure to consult our CIO clearly before embarking on any parts of the project. | | | |
| **Roles and Responsibilities** | | | |
| ***Name and Signature*** | ***Role*** | ***Position*** | ***Contact Information*** |
| Terence Chew | Approve the project charter and provide direction for the project. | CIO | [Twchew@uow.edu.au](mailto:Twchew@ouw.edu.au) |
| Christie | Administration  Work alongside with programmers  Maintain well-being of members | PM | [casmc183@uowmail.edu.au](mailto:casmc183@uowmail.edu.au) |
| Whye Keat | Ensure programs are running up to the clients standard | Product Tester | [wkfoo866@uowmail.edu.au](mailto:wkfoo866@uowmail.edu.au) |
| Danial Afiq | Create and test the necessary programs for the system | Programmer | [mdabf091@uowmail.edu.au](mailto:mdabf091@uowmail.edu.au) |
| Chua Tian Sheng | Works with Programmer to make the layout of the room booking system nice, user friendly | Software Architect | [tsc050@uowmail.edu.au](mailto:tsc050@uowmail.edu.au) |
| Liew Yong Qi | Documents project plan and details, creates meeting minutes, QC checking | Documenter | [yql834@uowmail.edu.au](mailto:yql834@uowmail.edu.au) |
| Tan Hui Min | Manage budget of the project, control expenses | Finance | [hmt355@uowmail.edu.au](mailto:hmt355@uowmail.edu.au) |
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| **Comments:** (Handwritten or typed comments from above stakeholders, if applicable) | | | |