**Project Charter**

**Date :** 12th April 2021

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| **Project Title**: UOW Booking System Development | | | |
| **Project Start Date:** 12th April 2021 **Projected Finish Date**:23th May 2021 | | | |
| **Budget Information:**  -6 Members, 7 Weeks progress **S$** 800/member/week  **S$** 28k  - Purchase of Desktops for ~~7~~6 Members **S$** 1000 for each desktop **S$** 7k  - Rentals of office/working space **S$** 500 / week **S$** 3,500  Total budget needed = **S$** 38.5k | | | |
| **Project Manager:**  Name : Limousine Phone :9375-6738  Email :l016@mymail.sim.edu.sg | | | |
| **Project Objectives:**  Successfully reduce cost by automating the room booking process and removing the need for a third party intermediary, as well as a boost in efficiency by serving multiple users at once. | | | |
| **Success Criteria:**  Meet the requirements of the stakeholder and also achieve the project objectives. Finish the project within the estimated cost and time. | | | |
| **Approach:**  Integrate expert people at assigned work, identify requirements for the program early on in the project’s life cycle, streamline the communication between project members and frequently communicate with stakeholders to ensure expectations are met. Discuss and research with the team on what is the best way to fulfill this project that can satisfy stakeholders expectations. Make sure the project progress is always trackable, in order to not fail the constraints of time and budget. Ensure any steps taken on this project are done effectively and efficiently. | | | |
| **Roles and Responsibilities** | | | |
| ***Name and Signature*** | ***Role*** | ***Position*** | ***Contact Information*** |
| **Terrence Chew** | **Approval project charter**  Provide advice on how to do the projects | **CIO** | **tchew@uow.edu.au** |
| **Limousine** | **Lead and monitor the Project.** | **Project Manager** | **l016@mymail.sim.edu.sg** |
| **Kenndy** | **Sets for the standard for the program as well as the technical direction.** | **Lead Developer** | **k032@mymail.sim.edu.sg** |
| **Patrick Figo Styadinata** | **Ensure that all work and customer handling is done professionally.** | **Administrator** | **pfstyadi001@mymail.sim.edu.sg** |
| **Valerie I. Adhinandini** | **Oversee, review, and adhere to the budgets for each business department.** | **Finance Director** | **adhinand001@mymail.sim.edu.sg** |
| **Ravi Pavithra** | **Manage operation process, enfold designs, performance improvements and strategize operations.** | **Operation manager** | **ravip001@mymail.sim.edu.sg** |
| **Erick Chow** | **Ensure the project is running on time and within budget.** | **Project Coordinator** | **edychow001@mymail.sim.edu.sg** |
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| **Comments:** (Handwritten or typed comments from above stakeholders, if applicable) | | | |