## General Information

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| ***Project Title:*** | Learning Management System for Happy Land School | | |
| ***Brief Project Description:*** | Develop and implement a Learning Management System (LMS) tailored to the educational needs and administrative processes of Happy Land School. The system will facilitate online learning, course management, and communication between students, teachers, and parents. | | |
| ***Prepared By:*** | Wilbert T. Tan | | |
| ***Date:*** | Sept. 9, 2024 | ***Version:*** | 0.1 |

1. **Project Objective:** Explain the specific objectives of the project. For example: What value does this project add to the organization? How does this project align with the strategic priorities of the organization? What results are expected? What are the deliverables? What benefits will be realized? What problems will be resolved?

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| The primary objective of this project is to create a comprehensive and user-friendly LMS that aligns with Happy Land School's educational goals. The system will support online course delivery, grading, and streamlining the educational process and enhancing the learning experience. Expected deliverables include a fully functional LMS platform, user training sessions, and documentation. The project will resolve current challenges in managing and recording of grades for the students and improve overall educational outcomes. |

1. **Assumptions** List and describe the assumptions made in the decision to charter this project. Please note that all assumptions must be validated to ensure that the project stays on schedule and on budget.

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| * The LMS will be compatible with existing IT infrastructure. * Teachers and students will have basic digital literacy. * Adequate internet connectivity is available for all users. |

1. **Project Scope** Describe the scope of the project. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the deliverables.

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| The scope includes designing, developing, and deploying the LMS; integrating it with existing systems (if any); and providing training and support. Exclusions include hardware procurement and non-educational software integration. |

List any requirements that are specifically excluded from the scope.

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| **Custom Content Creation:**   * The project will not include the development of any custom educational content, lesson plans, or multimedia resources. The LMS will provide the tools and platform, but content creation is the responsibility of the school's educators.   **Third-Party Software Integration Beyond Current Systems:**   * The project scope will not cover the integration of new third-party applications or tools that are not currently part of Happy Land School's existing IT ecosystem. Only existing systems and tools that the school already uses will be integrated.   **Mobile Application Development:**   * The project will not include the development of a standalone mobile application. The LMS will be designed to be mobile-responsive, but no separate mobile app will be created.   **Advanced Data Analytics and Reporting:**   * While the LMS will provide basic reporting features, advanced data analytics, and custom reporting tools beyond the standard offerings are excluded from the scope.   **Language Localization Beyond English:**   * The LMS will be developed and deployed in English only. No language localization or multi-language support will be included in this phase of the project.   **Custom UI/UX Design Beyond Standard Templates:**   * The project will use standard UI/UX design templates. Custom design requests that deviate from the chosen template will not be entertained within this project scope.   **Hardware Procurement and Setup:**   * The procurement of hardware (e.g., servers, network equipment) and its setup will not be covered. The school will need to provide the necessary infrastructure or handle it separately.   **Ongoing Maintenance and Support Post-Launch:**   * Long-term maintenance, updates, and support beyond the initial post-launch support period are not included. A separate maintenance contract would be required for ongoing support. |

## Project Milestones

List the major milestones and deliverables of the project.

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| **Milestones** | **Deliverables** | **Date** |
| Milestone 1 | Project Initiation and Planning |  |
| Milestone 2 | LMS Design and Development |  |
| Milestone 3 | System Testing and Quality Assurance |  |
| Milestone 4 | User Training and Documentation |  |
| Milestone 5 | Deployment and Go-Live |  |

## Impact Statement

List the impact this project may have on existing systems or units.

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| **Potential Impact** | **Systems / Units Impacted** |
| Increased demand on IT infrastructure | IT Department |
| Changes in teaching and assessment workflows | Faculty / Teaching Staff |
| Altered communication channels with students | Administration / Student Affairs |
| Potential need for additional training | Teachers and Students |
| Integration challenges with existing software | Existing School Management Systems |

1. **Roles and Responsibilities** Describe the roles and responsibilities of project team members followed by the names and contact information for those filling the roles. The table below gives some generic descriptions. Modify, overwrite, and add to these examples to accurately describe the roles and responsibilities for this project.

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| **Sponsor:** Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project’s goals and objectives; keep  abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks. | |
| **Name** | **Email / Phone** |
| **Sponsor:** [STBA], Provides overall direction, approves the project, and secures resources. | N/A |
| **Project Manager:** Wilbert T. Tan, Leads planning, development, and manages the project to scope. | wilberttan0@gmail.com |
| **Team Members:** Wilbert T. Tan, Contribute to deliverables, report status, and manage expectations. | wilberttan0@gmail.com |
| **Customer:** Happy Land School, Collaborates with the project team to define objectives and manage the project. | N/A |
| **Subject Matter Experts:** [TBA], Provide expertise in education and LMS technology. | N/A |
| **Project Manager:** Leads in the planning and development of the project; manages the project to scope. Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the  project or between cross-functional teams; ensure that the project’s product meets the business objectives; and communicate project status to stakeholders. | |
| **Name** | **Email / Phone** |
| TBA | N/A |
| **Team Member:** Works toward the deliverables of the project. Responsibilities include: understand the work to be completed; complete research, data gathering, analysis, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations. | |
| **Name** | **Email / Phone** |
| TBA | N/A |
| **Customer:** The person or department requesting the deliverable. Responsibilities include: partner with the sponsor or project manager to create the Project Charter; partner with the project manager to manage the project including the timeline, work plan, testing, resources, training, and documentation of procedures; work with the project team to identify the technical approach to be used and the  deliverables to be furnished at the completion of the project; provide a clear definition of the business objective; sign-off on project deliverables; take ownership of the developed process and software. | |
| **Name** | **Email / Phone** |
| TBA | N/A |
| **Subject Matter Expert:** Provides expertise on a specific subject. Responsibilities include: maintain  up-to-date experience and knowledge on the subject matter; and provide advice on what is critical to the performance of a project task and what is nice-to-know. | |
| **Name** | **Email / Phone** |
| TBA | N/A |

**Project Charter**

**H. Resources**

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

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| **Resource** | **Constraints** |
| Project Budget | TBA |
| Personnel | Development team (if applicable), and trainers |
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**I. Project Risks**

Identify the high-level project risks and the strategies to mitigate them.

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| **Risk** | **Mitigation Strategy** |
| Delays in system integration | Early testing and contingency planning. |

**J. Success Measurements**

Identify metric and target you are trying to achieve as a result of this project. For example, overall cost savings of $50K or reduce processing time by 25 percent.

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| Successful deployment of the LMS with a 90% adoption rate by teachers within three months of launch. |

# Project Charter

## K. Signatures

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined in the charter.

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| **Customer:** |  |  |
| **Name** | **Signature** | **Date** |
| Teachers |  |  |
| **Project Sponsors:** |  |  |
| **Name** | **Signature** | **Date** |
| The school owner/stakeholder |  |  |
| **Project Manager:** |  |  |
| **Name** | **Signature** | **Date** |
| Wilbert T. Tan |  |  |