

PROJECT CHARTER GROUP 4

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| Project Name: Santy Salon Website Development | Project Number: 1 |
| Start Date: 23 December 2024 | Revision Number: |

1. **PROJECT GOALS**

The Santy Salon Website project aims to help Santy Salon address challenges faced as a traditional SME.

Website Functions:

- Increase the visibility of Santy Salon as an online promotional platform
- Facilitate customers in booking service
- Provide complete information about services and prices

2. **DELIVERABLES**

A. Project Planning

- Create a project plan and schedule activities
- Assign tasks to team members based on their expertise
- Conduct interviews with the client to gather website requirements
- Present the project proposal
- Analyze the website system architecture and its implementation for the salon

B. Deliver Website Design

- Create a responsive and attractive UI/UX design
- Design the user interface for the booking system
- Conduct usability prototype testing

C. Provide Website Development

- Implement the layout for the main page and salon service pages
- Integrate the booking system with Santy Salon's WhatsApp Business
- Ensure the responsiveness and functionality of the contact form

D. Prepare Website Content

- Write descriptions and prices for salon services
- Collect and display customer testimonials
- Provide information about the history and location of Santy Salon

E. Conduct Testing and Quality Assurance

- Perform functional and integration testing of the website

- Test compatibility across various devices and browsers
- Fix bugs and optimize performance

F. Provide Training and Documentation

- Prepare technical and user documentation
- Provide deployment guides and training materials for staff

G. Launch Website

- Officially launch the website

3. SCOPE DEFINITION

The project will include:

- The history and location of the salon on the main page.
- A gallery page for the salon.
- A brief description of salon services on the main page.
- Images and prices of salon services on the “Our Service” page.
- Online booking for customers on the Booking page, connected to the salon’s WhatsApp Business.
- An admin dashboard to manage website content.

The project will not include:

- Development of additional features beyond those specified.
- Integration with third-party systems not mentioned in the initial specifications.
- Marketing and promotional activities for the salon.
- Long-term maintenance after launch.

4. PROJECT MILESTONES

Proposal Project Development

- Project Proposal Interview: 10/10/2024
- Project Proposal Presentation: 14/10/2024
- Follow-up Discussion Interview: 17/10/2024
- Second Project Proposal Presentation: 21/10/2024
- Project Initiation: 21/10/2024

Project Definition and Planning

- Conduct Stakeholder and Document Requirements: 23/10/2024
- Validate and Finalize Requirements: 25/10/2024
- Develop and Review System Architecture: 27/10/2024

Design Project

- Design and Prototyping: 02/11/2024
- Technical Planning: 13/11/2024
- System Architecture and Approval: 18/11/2024

Project Development

- Develop Core Website Features: 02/12/2024

- Set Up Booking System: 13/12/2024
- Optimize and Testing: 20/12/2024
- Project Final Summary: 23/12/2024

5. ASSUMPTIONS, CONSTRAINTS & DEPENDENCIES

A. ASSUMPTIONS

- All website content will be provided on time by the salon staff.

B. CONSTRAINTS

- The project completion time must adhere to the predetermined Gantt chart schedule

C. DEPENDENCIES

- Provision of content by Santy Salon.
- Availability of the design and development team.

6. RELATED DOCUMENTS

- Project Work Breakdown Structure: [WBS Kelompok 4](#)
- Project Gantt Chart: [Gantt Chart Kelompok 4](#)

7. PROJECT ORGANIZATIONAL STRUCTURE

Identify the key stakeholders and team members by function, name and role.

| Function | Name | Role |
|-------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| Provide project requirements and final approval | Santy Wulandri | Client |
| Manage and oversee the entire project, ensuring all tasks are completed on time | Muhammad Reza Itok | Project Manager |
| Analyze business and technical requirements, and document project specifications | Frensky Almad | System Analyst |
| Design an attractive and functional user interface and user experience (UI/UX) | Maisarah Salwa Saputri | Designer |
| Develop and implement website features according to technical specifications | Ahmad Fauzi | Programmer |
| Conduct testing to ensure website quality and functionality, and document processes and results | Fayruz Shadrina Zain Wijaya | Tester dan Documenter |

8. PROJECT AUTHORIZATION

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| Approved by: Dr. Lulu Chaerani Munggaran | Business Manager | Date |
| Approved by: Muhammad Reza Itok | Project Manager | Date |