PROJECT CHARTER GROUP 4

Project Name: Santy Salon Website Development	**Project Number:** 1
Start Date: 23 December 2024	**Revision Number:** 1.2

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

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 Arief 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. BUDGET ESTIMATE AND FINANCIAL ANALYSIS

WBS	Tasks	Labor Time (Days)	Labor Rate (Rp)	Number of Workers	Labor Cost (Rp)	Other Costs (Rp)	Total Per Task (Rp)
	1. Proposal Project Development						
1.1.3	Project Proposal Interview	1	50.000	4	100.000		100.000
1.1.5	Project Proposal Presentation	1	50.000	4	100.000		100.000
1.1.5	Follow-up Discussion Interview	1	50.000	4	100.000		100.000
1.1.5	Second Project Proposal Presentation	1	50.000	4	100.000		100.000
1.1.1-1.1.5	Project Initiation	1		4			
	2. Project Definition and Planning						
2.1.1-2.1.2	Conduct Stakeholder and Document Requirements	2	300.000	1	600.000		600.000
2.1.3-2.1.4	Validate and Finalize Requirements	2	300.000	1	600.000		600.000
2.2.1-2.2.3	Develop and Review System Architecture	3	300.000	1	800.000		800.000
	3. Design Project						

3.1.1 -3.1.5	Design and Prototyping	6	300.000	1	400.000		400.000
3.2.1-3.2.2	Technical Planning	10	300.000	1	400.000		400.000
3.2.3-3.2.4	System Architecture and Approval	5	400.000	1	500.000		500.000
	4. Project Development						
4.1.1-4.1.5	Develop Core Website Features	14	400.000	2	3.000.000		3.000.000
4.2.1-4.2.5	Set Up Booking System	11	400.000	2	2.000.000		2.000.000
5.1.1-5.2.5	Optimize and Testing	5	400.000	2	2.000.000		2.000.000
1.2.5	Project Final Summary	1	300.000	1	500.000		500.000
Other Necessities							
Material and Documentation Printing costs						2.000.000	2.000.000
Operational Reserve Costs						3.000.000	3.000.000
Contingency Reserve Costs						3.000.000	3.000.000
Sub Total							19.200.000
TOTAL PLANNING		**Rp. 19.200.000,- (Sembilan Belas Juta Dua Ratus Ribu Rupiah)**					

9. PROJECT AUTHORIZATION

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