بسم الله الرحمن الرحيم



King Abdulaziz University - Faculty of Engineering – EE-499

**Senior Design Project**

**Report #1**

Project Charter

Team#3

Advisor: Dr.Muhammed Bilal

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| **No.** | **Member** | |
| **1** | Muhannad Saeed Alghamdi | F21\_T03\_M1\_1846525 |
| **2** | Sulaiman Abdullah Abbas | F21\_T03\_M2\_1845862 |
| **3** | Wael Rabah AlDhaheri | F21\_T03\_M3\_1846987 |

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**Introduction**

Engineers around the world follow many design principles and/or steps. In this report, which is the first assignment in our EE-499 senior design project, we will discuss the first part of our journey which is the project charter. To explain, a project charter is an important reference document which ensures the team manager understands the customer needs and requirements, provides vital information and acts as a common ground for everyone involved. In this report, we will discuss some background information, literature review and finally the project charter.

**Background information**

First, to find out if there is a problem with document delivery on campus, we consulted with some of the administrators in the faculty and we learned that they do most of their administrative work is online. Although, some documents that need to be signed or stamped are sent physically to the deanship.

After that, we surveyed the campus. And we noticed a few things:

1. There are different terrains in the campus: streets, tiles, mud, grass, etc.
2. Often, there are students in the halls (roads?) between buildings
3. The buildings are wheel-chair accessible)

As shown in the figure, the distance between the faculty and the deanship of administration is approximately 240 meters

Map

Description automatically generated

Figure 1 - Map of the region near the faculty of engineering