

PROJECT TEAM CHARTER

**PROJECT NAME:**

ASEC

**TEAM MEMBERS:**

Abdulmajid Hamza

Dr. Charles Nche

Chizzy Alaedu

Emmanuel Neberi

Ezinwa Okpoechi

Ubong Essien

**Membership Roles**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Members** | **Phone Number** | **E-mail Address** | **Roles and Responsibilities** |
| Abdulmajid Hamza | 08071761596 | Abdulmajid.hamza@aun.edu.ng | **Computer Scientist:**   * Programming and software development. * In charge of any computer science related aspect of the project. |
| Dr. Charles Nche | 08057185002 | Charles.nche@aun.edu.ng | **Project Supervisor/Manager:**   * Supervises the entire project. * Interfaces with the IT department to ensure the team get the necessary resources for the successful delivery of the project. * Interfaces with the project sponsors/owners on behalf of the team. |
| Chizzy Alaedu | 08160498599 | Chizzy.alaedu  @aun.edu.ng | **Software Developer:**   * Programming and software development. |
| Emmanuel Neberi | 07068680621 | Emmanuel.neberi@aun.edu.ng | **Assistant Project Manager/System Analyst:**   * Assists the project manager in the management and control of the entire project. * Analyze, design and implement the ASEC system. |
| Ezinwa Okpoechi | 08063023430 | Ezinwa.okpoechi@aun.edu.ng | **Lead Software Developer:**   * In charge of the overall software development. * Specifies the approach to the software development as well as guide the other software developers through the entire project duration. |
| Ubong Essien | 08133924112 | Ubong.essien@aun.edu.ng | **Project Manager/System Analyst:**   * Manages and oversees the overall progress of the project. * Reports progress of the project to the project supervisor. * Analyze, design and implement the ASEC system. |

**TEAM PURPOSE/MISSION:**

The mission of this project team is to build and implement the ASEC system for the security department of AUN to ensure reliability as well as safe and effective keeping of records in their department. With this system in place, training will be conducted for the end users of the system which will add to the efficient and effective use of Information Technology by the staffs of the Department**.**

**BACKGROUND:**

**Problem**

The keeping of valuable data and information in security department has been of kin concern since it was instituted by the president of the university. Therefore, due to the enormous task the security department carries out in its unit day after day, they sometimes lose track of valuable information and most cannot be accounted for, since they are manually documented. This is a problem for the department as they are responsible for all security issues in the university and are not meant to suffer such issue of information loss. Therefore, AUN being a development university and also driven by Information Technology Advancement will suffer if this department’s information keeping process is inefficient. Also, outsourcing a system for the security department will cost more for the university; that’s why this project proposal of building such a system is important and essential in capturing the need of this department. In summary, some of the challenges/problems faced in the department as a result of the manual system includes;

* Keeping records of security staff information.
* Keeping record of student case files.
* Validation of staffs, students, faculties, cab drivers, visitors entering the campus.
* Security staff scheduling.

**Proposed Solution to Problem**

Our proposed solution would be able to solve the stated problems identified in the security department by the automation of most of its business process. The project is going to require building a management system to satisfy the needs of the Security department at AUN. The proposed system will be developed with the understanding that changes should be required only when upgrading the system to include other modules/functionalities.

**SCOPE:**

The main scope for the project is derived from the target objectives as stated below:

* The system will keep records of employee/Security Staffs (employment Details).
* The system will keep records of student offences and also judicial case information handled or dealt with through the Security Department.
* The system will do scheduling of security staffs across all the units of the AUN security department.
* The system will create access for employment application process and recruitments.
* The system will validate every individual entering the campus.
* The system will register as well as check in/out a visitor.
* The system will be able to print various reports.

**DURATION AND TIME COMMITMENT (TEAM OPERATION):**

**Working Hours:** Monday to Friday (11am – 5:00pm).

**Office Location:** Honor Society Center, Robert A. Pastor Library & E-Learning Center.

**Commitment:**

The team has committed to giving a weekly effort to work together for a period of four to six weeks. The weekly efforts required is about 144 hours (six hours a day), which will involve the team members conveying at the office location for the period of the stated duration to intensively work on the project. The team's commitment also involves employing every effort to attain the maximum contribution percentage for each week by each member which will be measured by the project manager. This will be carried out by every team member communicating the progress of the task assigned to them to the project supervisor during the weekly meeting or before the estimated completion time for that task.

**Team communication of Project Progress (Weekly Basis):**

Technologies such as Github, Google docs, electronic mail and cell-phone will be used to keep the team updated on the progress of everyone’s assigned task for that week which will be effectively overseen by the project manager. The Wednesday weekly meeting will also serve as a medium of communicating project status and making sure the project is within the estimated schedule which will also be overseen by the project manager. The project manager will in turn relay this progress to the project supervisor who will in turn assure the project sponsors that the project is on track.

**SUPPORTING RESOURCES:**

The team will need access to school database tables of Students, Staff, Faculty, Use Me Cab Drivers as well as test servers as specified in the technological requirement document.

**REPORTING PLAN:**

The project manager will provide a weekly report to the project supervisor outlining the supporting documents needed and when needed, progress of primary tasks and the overall project progress. When a certain milestone is reached in the project, the project supervisor alerts the project sponsors who in turn can see the product of the milestone reached to gain the satisfaction that the project is heading in the right direction.

**DELIVERABLES:**

The deliverables of the project is outlined in the project plan.