Project Charter

UVic Workplace Management System

Information Technology

National Project Management System
Business Projects-IT-Enabled
Analysis Phas

Canada

Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

Canada

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SECTION 1.   CHARTER OVERVIEW

1.1 Document Change Control

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0			
2.0	October 13th	James Djeric	Glossary, Finalizing

1.2 Executive Summary

The UVic Workplace Management System Project aims to develop an online system for UVic students to search and reserve available study spaces on campus. This will improve the student experience by making it more convenient to locate available workplaces. Key features of the system include viewing details of workplaces, search and reservation of workplaces, cancellation of bookings, maps/directions, and a mobile-friendly interface. The project objectives are to achieve a high satisfaction rate from students by increasing study space availability transparency, enabling online reservations, and providing real-time availability information. The system will be primarily used by UVic students and maintained by UVic Computer Help Desk. The total project cost is estimated at $150,000 over 9 months. Main risks include potential delays in updating classroom availability, and the expected development timelines could be extended due to uncertain factors, such as data collection and integration with the UVic system.

1.3 Context

The UVic Workplace Management System will be accessible to UVic students and staff. The intended users of the system are UVic students. UVic Computer Help Desk will maintain the system, and the administration team of each UVic Faculty will be able to view the workplace usage data.

1.4 Need

The implementation of the UVic Workplace Management System can help improve the utilization rate of workplaces on campus. Although UVic has renovated several buildings and planned to create more spaces, the increasing number of students still struggles to find a desired study space. In addition, the online reservation system is only publicly available for UVic libraries. Students have to be physically present in a classroom to confirm if it is not occupied.

1.5 Scope

The UVic Workplace Management system allows UVic students to search and reserve available workplaces online. UVic students can access the system through their mobile devices or a website on their computers. The system will update the availability using the course schedule information from UVic and UVic students' reservations. They can either book a study space for 2 hours maximum, and extend the session up to 2 hours when the intended session ends. For large classrooms, UVic students can only view and update the availability of them instead of reserving them. When a study space is reserved, the system will send a reminder to the involved user(s) and confirm their reservations.

1.6 Stakeholders

Main audiences of the UVic Workplace Management are UVic students, and the client group is the representative of them to make sure the system is delivered by the analyst group as the stakeholders expect. The client group needs to collect feedback from the UVic students who are interested in the project, and carefully define the user requirements. The client group will have regular meetings with the analyst group to examine if the project needs any revisions. In addition, the analyst team may need advice from the UVic Computer Help Desk or development teams who help implement the current system to perform better system integration.

1.7 Objectives

The key objectives for the new UVic Workplace Management System are:

- Provide real-time availability information for classrooms, computer labs, and libraries across campus

- Allow students to reserve study spaces for blocks of up to 2 hours based on real-time availability data and extend up to 2 hours when the original reservation has ended

- Send reservation reminders to students via email and SMS before start time

- Provide indoor wayfinding and directions to reserved study space

- Allow students to rate, review, upload photos for study spaces

- Integrate reservation data with room scheduling systems to update real-time availability

- Offer compatibility for mobile devices

1.8 Glossary

- **NPMS**: National Project Management System, a standardized framework for project management.
- **Scope**: The defined boundaries and limitations of the project, outlining what is included and excluded.
- **Risks**: Potential challenges or issues that could impact the project's success.
- **Deliverables**: Tangible results or products that the project will produce.
- **Stakeholders**: Individuals or groups with an interest in the project's outcome or who are affected by it.
- **Gantt Chart**: A visual representation of the project's schedule and key milestones.
- **UVic**: Abbreviation for the University of Victoria, the organization associated with the project.
- **SMS**: Short Message Service, a text messaging system used for mobile communication.

SECTION 2. PROJECT APPROACH

2.1 Team Organization and Roles

Jacob Sun	Analyst
Jasraj Taneja	Analyst
Zhenhui Zhu	Analyst
James Djeric	Client
Ryan Fang	Client
Jay Milishia	Client

2.2 Work Breakdown Structure

A list of high level jobs that will be completed during this project is provided as follows:

1. **Final Report:** The final report is a comprehensive document that summarizes the project's key findings and outcomes. It will provide an in-depth analysis of the UVic Workplace Management System project, offering insights into the implementation process, challenges, and the impact on UVic's study space management.
2. **Document (Survey):** This task involves conducting a survey to gather feedback and insights from project stakeholders, including UVic students, staff, and other relevant parties. The survey aims to collect valuable information about their needs, preferences, and expectations regarding the new system. The data gathered from the survey will help shape the project's direction and ensure alignment with user requirements.
3. **Use Case Development:** Analysts will work on defining and documenting use cases for the UVic Workplace Management System. These use cases will outline specific scenarios, actions, and interactions that users (UVic students, in this case) will perform within the system. It helps in visualizing how the system will function and how it will meet the needs of its users.

2.3 Milestones

Significant milestones for the project are listed in the table below:

Project Milestone	Description	Expected Date
1. Requirement Document	Formal description of project in IEEE format	10/18/2023
2. Client Meeting	Review and revise project requirements; update requirement document	10/19/2023
3. Use Cases	Analysts provide distinct use cases for project	10/27/2023
4. Final Report	Final report with above milestones included	11/13/2023
5. Final Presentation	Final presentation based on the developed project	11/14/2023

2.4 Gantt Chart
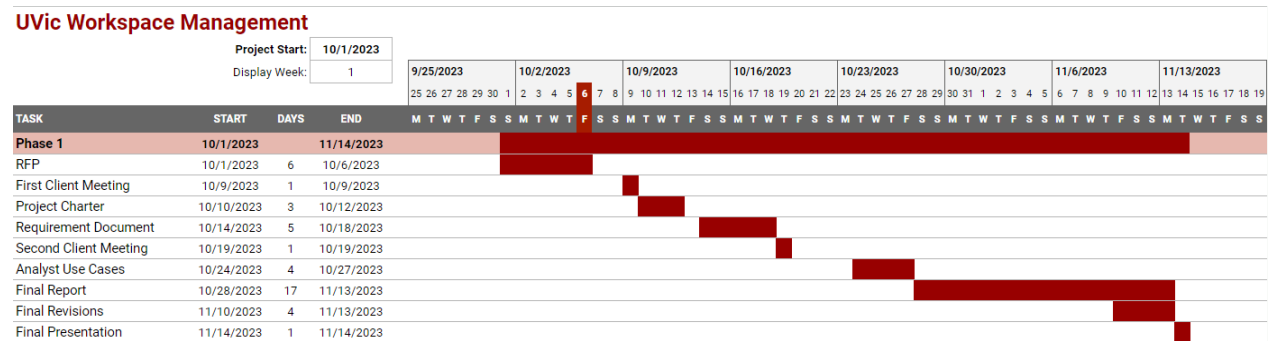
2.5 Deliverables

Project Deliverable 1: Requirement Document	
Stakeholder:	Clients
Description:	A detailed document stating all the requirements of the project.
Acceptance Criteria:	Approved by clients in IEEE format
Due Date:	10/18/2023
Project Deliverable 2: Use Cases Document	
Stakeholder:	Clients
Description:	Description of all Use Cases of the project including actors, conditions and flows.

Project Deliverable 1: Requirement Document	
Acceptance Criteria:	Approved by clients
Due Date:	10/27/2023
Project Deliverable 3: Final Report	
Stakeholder:	Clients and Analysts
Description:	Final report on UVic Workspace Management.
Acceptance Criteria:	Includes requirements, use cases and other key features of the project.
Due Date:	11/13/2023

2.6 Risks

Associated risks with implementing the workspace management system are listed below:

No.	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Risk Management Plan
1	Key features required by students and professors are not included.	L	H	Conduct a university-wide survey for professors and students for commonly requested features and feedback.
2	Difficulties integrating with current UVic systems	M	H	Thoroughly examine existing systems and maintain clear communication with the UVic IT team. conduct tests with prototypes before integration.
3	Inaccurate data with classrooms	M	H	Conduct tests with prototypes before full integration.

SECTION 3.   APPROVAL SECTION

Authorization

This project charter formally authorizes the existence of the project, UVic Workplace Management System, and provides the project manager with the authority to apply organizational resources to project activities described herein. If there is a change in the project scope, the project charter will be updated and submitted for re-approval.

Yihang Jacob Sun   Oct 14, 2023
Analyst, Workplace management

Jasraj Taneja   Oct 14, 2023
Analyst, Workplace Management

James Djeric   Oct 14, 2023
Analyst, Workplace Management

                                                                           Oct 14, 2023

Jay Milishia
Student Representative, University of Victoria

Ryan Feng   Oct 14, 2023
Student Representative, University of Victoria

Zhenhui Zhu   Oct 14, 2023
Student Representative, University of Victoria