

# Project Charter Date

<b>Project Title:</b> UOW Event Booking System	
<b>Project Start Date:</b> 03/10/2019	<b>Projected Finish Date:</b> 10/11/2019
<b>Budget Information:</b> <ul style="list-style-type: none"> <li>● Resource cost rates <ul style="list-style-type: none"> <li>- Labor (5 members for 5 weeks and 2 days for \$50/Hr = \$50,000)</li> <li>- Technology <ul style="list-style-type: none"> <li>○ \$8,000 for the software licenses</li> <li>○ \$32,000 for Servers (hardware/software, installing, maintaining, upgrading, supporting)</li> </ul> </li> <li>- Facilities \$3,000 for rental of equipment and place for entire project duration</li> <li>- Supports and Testing <ul style="list-style-type: none"> <li>○ \$3,000 System Maintenance</li> <li>○ \$7,000 System Testing</li> </ul> </li> </ul> </li> <li>● Reserve Analysis \$13,700</li> </ul> <p>Total estimation: \$116,700</p>	
<b>Project Manager:</b> Neo Zhi Kai, Email: <a href="mailto:zkneo001@mymail.sim.edu.sg">zkneo001@mymail.sim.edu.sg</a>	
<b>Project Objectives:</b> <ul style="list-style-type: none"> <li>● To save manpower</li> <li>● Save time <ul style="list-style-type: none"> <li>- Hassle-free</li> <li>- Easier payment</li> </ul> </li> <li>● Reducing labor cost</li> <li>● Save environment (no more hardcopies)</li> <li>● Easier to maintain (eg. Easier to check user data)</li> <li>● To decrease the number of no-shows (eg. Sending reminders)</li> <li>● More accessibility (users are able to access the website 24/7)</li> </ul>	
<b>Success Criteria:</b> Within scope, timeline & budget	
<b>Approach:</b> <p><u>Steps:</u></p> <ul style="list-style-type: none"> <li>- Project Initiation (discussion planning, problem definition, concept planning, propose solution with scope)</li> <li>- Project Identification (identify tasks &amp; responsibility)</li> </ul>	

- Project Execution (system integration, project development)
- Project Closure (implementation, commission)

**Concerns:**

- Team may not be familiarized with the programming language used, therefore team leader will guide and mentor those that need help
- Not knowing which phase of project development we are at for programming phase, therefore engineers will provide a status report every week and try to produce results within schedule
- Not having sufficient time for deployment, therefore we may need to remove some additional features planned for the program
- Not knowing what kind of interface and system design we want for the program, therefore team will do research and surveys and find out exactly what the end users are looking for in our service

**Roles and Responsibilities**

<b><i>Name and Signature</i></b>	<b><i>Role</i></b>	<b><i>Position</i></b>	<b><i>Contact Information</i></b>
Terence	<ul style="list-style-type: none"> <li>- Approve project</li> <li>- Provide guidance</li> <li>- Provide resources and funds</li> </ul>	CIO	tchew@uow.edu.au
Zhi Kai	<ul style="list-style-type: none"> <li>- Developing Project schedule</li> <li>- Delegate tasks, and managing resources</li> <li>- Assessing project risks</li> <li>- Monitoring and controlling</li> </ul>	Project Manager	zkneo001@mymail.sim.edu.sg

	project deliverables and milestones		
Amirah	<ul style="list-style-type: none"> <li>- Assess quality of product</li> <li>- Creating Test Cases</li> <li>- Testing of the product</li> </ul>	Test Manager	norasmin001@mymail.sim.edu.sg
Arr Lay	<ul style="list-style-type: none"> <li>- Design program interface</li> <li>- Evaluate system</li> <li>- Creating User Manual</li> </ul>	Engineer	shinpsk001@mymail.sim.edu.sg
Li Shan	<ul style="list-style-type: none"> <li>- Backup role of PM</li> <li>- Design program interface</li> <li>- Develop and evaluate system software</li> </ul>	Deputy Manager / Engineer	Islim014@mymail.sim.edu.sg
Ming Yao	<ul style="list-style-type: none"> <li>- Design program interface</li> <li>- Keep track of programming scope</li> <li>- Develop and evaluate</li> </ul>	Technical Lead	myng013@mymail.sim.edu.sg

	system software		
	- Allocation of programming task		
<b>Comments:</b> (Handwritten or typed comments from above stakeholders, if applicable)			