**PROJECT CHARTER**

**PROJECT NAME**

The Development of Purchasing Management System

**PROJECT STAKEHOLDERS**

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| --- | --- |
| **Job Description** | **Position** |
| Software Developer/Engineer | Front-end Developer  Back-end Developer  Full-stack Developer  Web Developer  Software Engineer |
| System Analyst | Functional Analyst  Requirements Analyst  Systems Consultant  Process Analyst  Solution Architect |
| Project Manager | IT Project Manager  Software Project Manager  Technical Project Manager  Program Manager |
| Database Administrator | Database Administrator (DBA)  Database Developer  Data Architect  Data Engineer  Data Analyst  Database Specialist |
| Quality Assurance (QA) Engineer | QA Analyst  Test Engineer  Automation Engineer  Quality Assurance Specialist  Test Lead  Software Tester |
| CrewBrew Cafe | Client/Customer |

**PROJECT DESCRIPTION**

The Development of Purchasing Management System aims to implement an efficient and streamlined system to manage the purchasing process of CrewBrews Café. It also aims to improve the efficiency, accuracy, and transparency of the management and purchasing activities, leading to cost savings, reduced manual effort, and enhanced supplier management.  
 It is initiated to address the current challenges and limitations associated with the manual management and purchasing processes. The existing system lacks integration, visibility, and automation, resulting in delays, errors, and inefficiencies in the purchasing workflow.   
 This project will involve the development and implementation of a user-friendly management system. This system will provide the necessary functionality for purchasing and management process, including features such as generating purchase order, maintenance system, inventory system, delivery system and tracking system.  
  
**MEASURABLE ORGANIZATION VALUE (MOV)**

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| --- | --- |
| **METRIC** | **TARGET** |
| Ordering Processing Time | 50% Reduction |
| Inventory Turnover/Management Efficiency | 30% improvement |
| Strategic Sourcing | Increase by 20% |
| Sales Revenue | Increase by 15% |
| Supplier Onboarding Time | 20% reduction |
| Purchase Order Accuracy | accuracy rate of 98% or higher |
| Cost Avoidance | 30% cost avoidance |
| System Uptime | maintain a system uptime of 99.9% or higher |

**PROJECT SCOPE** The scope of this project include the development or customization of the purchasing system and implement a centralize purchasing management system for CrewBrews Café. This project develop reporting and analytics capabilities for informed decision making, Provide real-time visibility into purchasing data, supplier performance, and financial impact, Include the integration of suppliers, inventory management, and financial system and Automate the purchasing process, from requisition to payment, for all purchasing activities.  
 The scope of this project does not involve changes to the core menu items or product offerings of CrewBrews Cafe. The project does not cover any physical delivery logistics or transportation of CrewBrews Cafe.  
  
  
  
  
**PROJECT SCHEDULE SUMMARY**

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| --- | --- | --- | --- | --- |
| **PROJECT START DATE** | **PROJECT END DATE** | **MILESTONES** | **DESCRIPTION** | **STATUS** |
| June 10 2023 | June 25 2023 | **Initialization phase** | * Feasibility assessment * Stake holder identification * Project scope * Project planning * Project governance * Project kick-off | Not Started |
| June 26 2023 | July 15 2023 | **Designing phase** | * Detailed project planning * Requirements gathering and analysis * System or product design * Communication and stakeholder engagement * Risk assessment and mitigation * Quality assurance and testing * Documentation | Not Started |
| June 16 2023 | August 30 2023 | **Development phase** | * Execution of project task * Construction or creationdeliverables * Team collaboration and coordination * Stakeholder engagement * Testing and quality assurance * Procurement and management vendor * Progress monitoring control * Change management | Not Started |
| August 31 2023 | September 20 20223 | **Testing phase** | * Test planning and preparation * Test execution * Defect management * Regression testing * Integration and system testing * User acceptance testing * Performance testing * Security testing * Test completion and reporting | Not Started |

**PROJECT BUDGET SUMMARY**

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| --- | --- |
| **MILESTONES** | **BUDGET** |
| **Total Budget** | ₱ 3,000,000.00 |
| **Initialization phase** | ₱550,000 |
| **Designing phase** | ₱750,000 |
| **Development phase** | ₱950,000 |
| **Testing phase** | ₱750,000 |

**RESOURCES REQUIRED**

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| --- | --- | --- | --- | --- | --- | --- |
| **People** | **Technology** | **Facilities** | **Other** | **Resources to be provided** | | |
| **Resource** | **Name of the resource provider** | **Date to be provided** |
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**HUMAN-COMPUTER INTERACTION CRITERIA**

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| --- | --- | --- | --- | --- | --- |
| **Vendor/Company** | **User** | **Platform** | **Application Name** | **Task(System)** | **Interface** |
| CrewBrew Cafe | Customer | Mobile | WeBrew |  |  |

**ACCEPTANCE AND APPROVAL**

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| --- | --- | --- |
| Name | Signature | Date for Approval |
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