

PROJECT CHARTER PLAN

PROJECT CHARTER PLAN BREGGHAN POINT OF SALES SYSTEM

**BREGGHAN MINI GROCERY STORE
MT MAKILING ST
MAKATI CITY, 1201**

APRIL 12, 2023

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EXECUTIVE SUMMARY

Ever since the establishment of the Bregghan mini grocery store, it has been using a pen and paper to track the stocks and sales that are going in and out of the store. In addition, the store's current Point of Sales System is a manual computation and the receipts are hand written. With the integration of the project, it will provide technology solutions which produces efficiency among workload in the said company.

PROJECT PURPOSE/JUSTIFICATION

This section of the paper will explain the purpose of the project that will be implemented which is the Bregghan Point of Sale System. Furthermore, the business case will also discuss on why the project is needed since it is with relation to how the small business operates.

Business Need/Case

The Bregghan Point of Sales System Application is created to change the manual recording of pen and paper which is used by the company to track sales and stocks, into a digitized version that will be used by the owner and their employee. This integration of technology solution will aid the client in utilizing stocks, analytical reports, and faster recording of sales throughout a day. The Bregghan mini grocery store perceived that the use of pen and paper to records stocks and sales takes up the time and efficiency. The company also noticed that an integration of this technology solution will allow them to ease the workload when checking the stocks and manual recording of sales.

Business Objectives

The business objectives for the project are listed below:

- Introduce an internal point-of-sale (POS) system within the mini grocery store with the aim of optimizing sales transactions and enhancing inventory management procedures.
- Enhance overall operational efficiency by minimizing transaction time within six months of deploying the POS system, resulting in improved productivity.
- Provide comprehensive training to all store employees on the effective utilization of the new POS system within a month of its implementation.
- Enhance inventory accuracy by mitigating stock discrepancies and decreasing occurrences of out-of-stock products within a three-month period after implementing the new POS system.
- Successfully finalize the implementation and integration of the POS system, encompassing hardware installation and software configuration, within a four-month timeframe starting from the initiation of the project.

PROJECT DESCRIPTION

This integration of technology solution will aid the client in utilizing stocks, analytical reports, and faster recording of sales throughout a day. The Bregghan mini grocery store perceived that the use of pen and paper to records stocks and sales takes up the time and efficiency and the company also noticed that an integration of this technology solution will allow them to ease the workload when checking the stocks and manual recording of sales. This will be accomplished by the implementing systems for the admin and its employee which is connected with each other, the admin monitoring the sales and stocks while the employee's system or Point-of-Sale will handle outgoing stocks from the grocery.

Project Objectives and Success Criteria

The project team intends to accomplish the project as effectively as possible to help and improve the current system of Bregghan Store. The following listed objectives are the team needed to accomplish:

- To develop a responsive web application that accurately tracks sales and inventory for Bregghan mini grocery store, enabling real-time monitoring and reporting.
- Decreases the number of steps that the user can do in the whole transaction for faster checkouts.
- To fully digitize the recording of stocks and sales for Bregghan mini grocery store, ensuring that all inventory and sales transactions are accurately captured and stored electronically.
- To implement a notification system that alerts the user when stock levels reach a critical threshold, ensuring timely replenishment and avoiding stockouts.
- To automate the computation of sold items, ensuring accurate and efficient tracking of sales data.

Requirements

To achieve success, the project must meet the following requirements:

1. **User-Friendly Interface:** The system should have a user-friendly interface for the staff and administrators of Bregghan can navigate and operate with ease.
2. **Sales and Inventory Management:** The system should enable to track sales and manage inventory. Stock quantities should automatically update when purchases are made. It should provide real-time monitoring.
3. **Reports and Analytics:** The system should generate transaction reports and analytics, including the top selling products, sales and which category of products are sold often.
4. **Flexibility:** Different businesses have unique needs, the system should offer customized options to adapt the business rules.

Constraints

The following constraints pertain to the Bregghan Point of Sale System:

- **Budget constraints:** The project cannot exceed a certain budget, which may limit the scope or timeline of the project.
- **Time constraints:** The project must be completed within the designated timestamp
- **Resource constraints:** The project may have limited staff, expertise, or technology available to complete the project.

Assumptions

The following is the list of the assumptions. Upon agreement and accepting this document at the end, all parties acknowledge that these assumptions are true and correct:

- The completed system will only be accessible for the client (Bregghan Mini Grocery Store).
- The developers that will work on this project will utilize open source development tools and all the necessary tools for the testing environment will be provided by the client.
- The Bregghan Mini Grocery Store has the environment to reinforce the development, implementation, and the maintenance of the project.

- The budget and the project timeline will remain unchanged throughout the development of the project.
- The project will be managed and foreseen by the project sponsor and stakeholder. All of the approvals or permission necessary will be gained promptly.
- The staff and the manager of the of the Bregghan Mini Grocery Store will gain all the necessary knowledge and skills to adapt to their new system as the developers will provide adequate time to teach them.

Preliminary Scope Statement

The scope of the project contains the development of two systems one for the manager and one for the cashier. The system will include features that can help the manager track the remaining stocks left and identify which items are sold. Furthermore, it can be used to transact items with customers and it holds all of the sales transacted within the day. The system will also include analytical reports in order for the manager to successfully restock on time. The project's completion will be determined by the success of its deployment to the client and its staff. Another part that will determine the completion of the project is with the implementation of the new system to the client and completely digitizing the current use manual pen and paper. Moreover, the project will include the support needed and training for the manager and the cashier of the mini grocery store.

RISKS

The following risks for the PBL project is identified. The project manager should implement avoidance strategies appropriate to minimize the likelihood of these risks:

1. **Equipment failure:** Backlogs due to equipment break down.
2. **Limited resources:** the risk of insufficient resources which are budget, personnel, and equipment to attain the completion of the project.
3. **Human error:** There might be a risk of mistakes made by the project developers which can affect the completion of the project.
4. **Unforeseen instances:** There is a risk that could impact the project in unforeseen scenarios like natural disasters.
5. **Scope creep:** There is a risk that the scope may gain growth (additional requirements or features) that may lead to delays and budget overrun.
6. **Dependencies on other parties:** There is a risk that the project may depend on the performance and capabilities of external parties that can lead to other issues such as backlogs.

7. **Technological Changes:** There is a risk that there might be some changes in technology or the industry standards that may result in additional work or resources to the project.

PROJECT DELIVERABLES

The deliverables listed must be met to acknowledge the completion of the project. All changes that might arise within these deliverables must be approved by the project sponsor.

1. An Admin system that can monitor the sales of the mini grocery store.
2. An Admin system that can give analytical reports for the manager showing the top selling items.
3. A system that keeps tracks of the items left on the grocery store.
4. An Admin system that generates a sales report showing the trend for the total amount.
5. A cashier POS that can compute for the items bought by the customer.
6. A cashier POS that can print a receipt for a customer.

SUMMARY MILESTONE SCHEDULE

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

Summary Milestone Schedule	
Project Milestone	Target Date
• Project Initiation	March 28, 2023
• Project Planning and Preparation	May 01, 2023
• Phase I - Analysis	May 19, 2023
• Phase II - Design Completion	May 29, 2023
• Phase III - Testing	July 11, 2023
• Phase IV - Implementation	August 16, 2023
• Project Close-out/Completion	September 07, 2024

SUMMARY BUDGET

The table below shows the summary budget for the project. This will include all the categories like the description and their estimated costs, and the proposed cost. The assessed budget is necessary for the project's completion.

Bregghan Point of Sale System				
Budget		Project Duration		
Project Cost Estimate (in Php)				
Manpower Cost				
Role	Monthly Salary	Number of Persons	Number of months	Total Cost
Project Manager	₱ 38,720.00	1	9	₱ 348,480
Front-end Developer	₱ 19,040.00	1	3	₱ 57,120.00
Back-end Developer	₱ 28,640.00	1	3	₱ 85,920.00
Quality Assurance Tester	₱ 27,360.00	1	2	₱ 54,720.00
Total Manpower Cost				₱ 546,240.00
Hardware Cost Estimate				
Name	Price	Units	Total Cost	
Acer Aspire Vero Intel Core i5 512GB16GB"	₱ 40,950.00	4	₱ 163,800.00	
Xiaomi Redmi Pad Mi Tablet 64GB 90Hz	₱ 12,999.00	1	₱ 12,999.00	
XP-9100G Wired/Wireless 1D Portable Scanner"	₱ 864.00	1	₱ 864.00	
XPRINTER-58mmIID Bluetooth+USB Thermal Printer	₱ 755.00	1	₱ 755.00	
Total Hardware Cost				₱ 178,418.00
Software Cost Estimate				

Name	Price (monthly)	Number of licenses	Number of months	Total Cost
OpenProject	₱ 406.00	4	9	₱ 3,654
Visual Studio Code	Free	4	-	-
GitHub	Free	4	-	-
Total Software Cost				₱ 3,654.00
Total Cost Estimate				₱ 728,312
Contingency Cost Estimate				
Contingency Cost (5% of Total Cost Estimates)	₱	36,415.60	₱	36,415.60
Total Project Cost				₱ 764,727.60

PROJECT APPROVAL REQUIREMENTS

Success of the Bregghan Point of Sale System will be achieved when the admin system and POS system is fully tested with the time and cost as being mentioned in this charter. We fully anticipate the need of this proposed solution in order to ease the workload of the client and as well as the employees of the client. The project sponsor, Ms. Devilyn Ligligen, will also approve the project by the project's success.

PROJECT MANAGER

Benedict Elloso is named as the Project Manager for the duration of the project. Mr. Elloso's responsibility is to manage all project tasks including the scheduling and communication through the client regarding this project. His team consists of two programmers and 2 documenters will work on the project. Mr. Elloso is the one who will be coordinating with the client.

AUTHORIZATION

Approved by the Project Sponsor:

Ms. Devilyn Ligligen
Bregghan Mini Grocery Store Owner

Date: _____