



**PROJECT CHARTER PLAN
SURVEIRAMS**

**ASIA PACIFIC COLLEGE
3 HUMABON PLACE, MAGALLANES
MAKATI CITY, 1232 METRO MANILA**

APRIL 2023





PROJECT CHARTER

SURVEIRAMS

This Charter formally authorizes the SurveiRams Project to develop and implement an updated ticketing system for use of the security personnel, ITRO, and BMO. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, Mr. Jojo F. Castillo, Executive Director for Technical Services.

The SurveiRams project aims to develop and implement an improved ticketing system for APC's security personnel. The project deliverables include the design, development, testing, and deployment of the SurveiRams System, which will be integrated with the existing IT infrastructure. The SurveiRams System will provide real-time security personnel feedback data to the management team. The main goal of the project is to develop a ticketing system that can record incident reports and logs, provide insights into guards' routes, and develop a tactical transition and digital approach to the stakeholders' present difficulties. By doing so, the project aims to increase the accuracy and efficiency of the method implemented for determining whether the security personnel have completed their assigned tasks. The project team will ensure that the project is completed within the distributed budget and timeline while adhering to quality standards and managing project risks.

Alexis Martin is appointed as the Project Manager for the SurveiRams project and is authorized to utilize organizational resources for the project. The Project Manager has been granted the authority to interface with management, negotiate for resources, assign responsibilities, and communicate with all contractors and management to ensure successful and timely completion of the project. The Project Manager is responsible for creating the project plan, tracking the project's schedule, cost, and scope during implementation, and maintaining control over the project by assessing performance and implementing corrective measures.

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan.

The high-level milestone schedule is:

April 21, 2023 – Project Planning

May 31, 2023 – Project Plan complete and approved

June 30, 2023 – Project Design and Features finalization



July 31, 2023 – Coding Phase

Sept 30, 2023 – Coding Phase

Oct 15, 2023 – Beta Testing

Nov 15, 2023 – Implementation Completed

Nov 30, 2023 – SurveiRams Ticketing System complete and Project Completion

The budget for the SurveiRams project is _____. It is to be funded through the Asia Pacific College Human Resources Technology Budget.





SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Mr. Jojo F. Castillo
Executive Director, Technical Services

Date: April 2023

