



**PROJECT CHARTER**  
**SURVEIRAMS**

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

**APRIL 2023**





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## EXECUTIVE SUMMARY

Asia Pacific College (APC) has been using a manual process for recording incident reports and other activities using a logbook. This proved to be time-consuming as well as tedious due to its repetitiveness. SurveiRams is a mobile application that would address these concerns. It will automate the manual documentation process, as well as provide insights based on the data collected.

## PROJECT PURPOSE/JUSTIFICATION

### Business Need/Case

The SurveiRams project has been created to improve the incident reporting process. The APC employees involved will be more productive, make less errors, as well as spend less time on one report by using the mobile application.

### Business Objectives

The general business objective is to develop SurveiRams, a ticketing system for APC's security personnel, ITRO, and BMO to record incident reports and logs. It will provide insights into the security personnel's routes to ensure they have completed their assigned tasks.

Specifically, the SurveiRams mobile application should act as the centralized location of the guards' patrol logs, automate the log documentations, and provide analytics to help stakeholders in their decision-making.

## PROJECT DESCRIPTION

This section discusses a high-level description of the SurveiRams Ticketing System project.

This project will be concerned with the creation of a mobile application for the security personnel and several offices of APC, wherein they can log and view incident reports. This is to digitize the security personnel's recording process, as well as boost their productivity. There will be different accessible features available depending on the user, which is based on what office or department they are from.

### Project Objectives and Success Criteria



The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the SurveiRams project, the following objectives must be met within the designated time and budget allocations:

- Develop proposal about features to present to the client, project sponsor, and stakeholders within the next 30 days.
- Complete list of required hardware/software which meets budget allocation within the next 25 days.
- Create an improved SurveiRams ticketing system with added features.
- Complete the testing phase to check security breaches within 30 days.
- Complete the required documentation for this project.
- Implement the solution across the APC organization within the next term (SOFTDEV).

## Requirements

This project must meet the following list of requirements in order to achieve success.

- The application must be tested and approved by the client, project sponsor, and other relevant stakeholders prior to deployment.
- All documentation must be approved by the Project Manager and Project Sponsor before confirming project completion.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

The following constraints pertain to the SurveiRams project:

- All mobile devices to be used by the security personnel are exclusive of the allocated budget.
- The entire project timeline will last for two terms, from PROJMAN to SOFTDEV.
- Two software developers, two documentation specialists, and a project manager will be provided as resources for this project.

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:



- This project has the full support of the client, project sponsor, stakeholders, and project adviser.
- The purpose of this project will be communicated throughout the company prior to deployment.
- The project adviser and project sponsor will provide additional resources if necessary.

## Preliminary Scope Statement

The SurveiRams project aims to create a more robust ticketing system for the entire organization. The project team will handle all aspects of the project, including administering personnel, hardware, and software resources, and all necessary testing will be conducted independently of daily operations. The Project Manager is responsible for securing project funding as outlined in this document. Additional funding must be approved by the project sponsor. The project will be considered complete once the SurveiRams system is tested and deployed throughout the organization, the final report is submitted within 30 days, and technical documentation is distributed to appropriate personnel.

## RISKS

The following risks for the SurveiRams project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

- Potential disruption to internet service during testing phase and deployment
- Project Timeline Changes
- Project Cost

## PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the SurveiRams project. Any changes to these deliverables must be approved by the project sponsor.

- Complete implementation of SurveiRams Ticketing System
- SurveiRams project's technical documentation
- Recommendation list for future security considerations and enhancements



## 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 – List key project milestones relative to project start.

Project Milestones	Target Date
Project Initiation	03/31/2023
Project Plan Review and Completion	04/14/2023
Project Kickoff	05/14/2023
Phase I Complete – Analysis	06/15/2023
Phase II Complete – Design	07/30/2023
Phase III Complete – Testing	09/15/2023
Phase IV Complete – Implementation	10/27/2023
Closeout/Project Completion	11/10/2023

## SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

SurveiRams Ticketing System				
Budget	PHP 2,200,000.00.00		Project Duration	15 months
Project Cost Elements				
Manpower Cost: Estimate <i>*based on glassdoor</i>				
Role	Average Salary (monthly)	Total Salary	Count	Total Cost (1 year and 3 months)
Quasar Front-end developer – junior level	PHP 29,000.00	PHP 435,000.00	1	PHP 435,000.00
Back-end developer – junior level	PHP 35,000.00	PHP 525,000.00	1	PHP 525,000.00
Project Manager	PHP 50,000.00	PHP 750,000.00	1	PHP 750,000.00
		Total : PHP 1,710,000.00		Total : PHP 1,710,000.00
Maintenance				



Maintenance (after project closure, yearly)	PHP 60,000.00	PHP 60,000.00
<b>Contingency Cost</b>		
Estimated contingency cost	PHP 200,000.00	PHP 200,000.00
<b>Estimated Total Project Cost</b>		
<b>Total</b>		<b>PHP 1,970,000.00</b>

## PROJECT APPROVAL REQUIREMENTS

The ultimate objective of the SurveiRams project is to deploy a fully tested and well-documented ticketing system within the time and budget limitations specified in this charter. The project's success criteria will include a list of recommended future enhancements, as the solution is expected to evolve to accommodate future changes. The project sponsor, Mr. Jojo F. Castillo, who will authorize its completion, will ultimately determine whether the project has met the success criteria.

## PROJECT MANAGER

Alexis Martin has been designated as the Project Manager for the SurveiRams project. As the Project Manager, Mr. Martin will be responsible for overseeing the project's scope management, which includes collaborating with Mr. Jojo Castillo, the project sponsor, and other key stakeholders to define and effectively manage the project scope.

He will oversee the fulfillment of all project requirements, ensuring that the project deliverables are accepted and approved by the project sponsor and relevant stakeholders. Furthermore, he will have the authority to make decisions related to personnel, project expenditures, and scheduling, as determined by the organization and scope of the project. Throughout the project lifecycle, he will be responsible for ensuring that the project is completed successfully and all deliverables are accepted, and any outstanding issues are resolved.



**AUTHORIZATION**

Approved by the Project Sponsor:

Mr. Jojo F. Castillo  
Executive Director, Technical Services

Date: April 2023

