



**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 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. Development is expected to be finished by June 2024 with a budget of PHP1,547,950.80.

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. 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 23 days (about 3 weeks).
- Complete list of required hardware/software which meets budget allocation within 10 days (about 1 and a half weeks).
- Create the SurveiRams ticketing system within 115 days (about 16 and a half weeks).
- Complete the testing phase within 18 days (about 2 and a half weeks).
- Complete the required documentation for this project.
- Implement the solution across the APC organization within 48 days (about 7 weeks).

Requirements

This project must meet the following list of requirements 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 283 days (about 40 weeks).
- Two software developers, one documentation specialist, one software tester and a project manager will be provided as resources for this project.



Assumptions

The following is 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 33 days (about 5 weeks), 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 the following risks:

- Data Loss
- System Bugs
- Power Failure
- Unstable Internet Connection
- The project goes over budget





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
 - o Project Charter (Long)
 - o Stakeholder Management Strategy
 - o Scope Management Plan
 - o Cost Management Plan
 - o Schedule Management Plan
 - o Work Breakdown Structure (WBS)
 - o Communications Management Plan
 - o Quality Management Plan
 - o Risk Management Plan
 - o Change Management Plan
 - o Procurement Management Plan
 - o Human Resource Plan
 - o Implementation Plan
- 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.

Project Milestones	Start Dates
Initiation	04/11/2023 – 05/12/2023
Develop a Project Plan	05/15/2023 – 09/12/2023
Analysis	09/13/2023 – 10/10/2023
Design	10/11/2023 – 04/01/2024
Testing	04/02/2024 – 04/25/2024
Implementation	04/18/2024 – 06/26/2024
Close Project	07/27/2024 – 08/12/2024



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	
Project Cost Elements	Cost
Manpower Cost: Estimate <i>*based on glassdoor</i>	PHP 818,860.00
Hardware	PHP 217, 108.00
Software	PHP 11,260.00
Recurring Payment	PHP 310,000.00
Onetime Payment	PHP 50,000.00
Contingency Cost	PHP 140,722.00
Grand Total	PHP 1,547,950.80

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 sponsors, Mr. Jojo F. Castillo and Mr. Jose Manuel Garcia, who will authorize its completion, will ultimately determine whether the project has met the success criteria.

PROJECT MANAGER

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

The Project Manager 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 Sponsors:

Date: April 2023

Mr. Jojo F. Castillo
Executive Director, Technical Services

Mr. Jose Manuel Garcia
Campus Architect

