**Project Charter Plan**

**<Tracking Activity and Project Management>**

**Abyss Team**

**3 Humabon, Makati, 1232 Kalakhang Maynila**

**Manila, Philippines**

**3/8/2023**

**Table of Contents**

[Executive Summary 3](#_Toc332021424)

[Project Purpose/Justification 3](#_Toc332021425)

[Business Need/Case 3](#_Toc332021426)

[Business Objectives 3](#_Toc332021427)

[Project Description 4](#_Toc332021428)

[Project Objectives and Success Criteria 4](#_Toc332021429)

[Requirements 4](#_Toc332021430)

[Constraints 5](#_Toc332021431)

[Assumptions 5](#_Toc332021432)

[Preliminary Scope Statement 5](#_Toc332021433)

[Risks 6](#_Toc332021434)

[Project Deliverables 6](#_Toc332021435)

[Summary Milestone Schedule 6](#_Toc332021436)

[Summary Budget 7](#_Toc332021437)

[Project Approval Requirements 8](#_Toc332021438)

[Project Manager 8](#_Toc332021439)

[Authorization 9](#_Toc332021440)

# Executive Summary

The Tracking Activity and Project Management project aims to address common issues and problems in project management by using tools and techniques to track progress and manage tasks. By implementing tracking activity and project management tools, project managers can gain better visibility into project status and identify potential bottlenecks or delays. This allows them to act and adjust to ensure the project stays on track.

In addition to tracking progress, project management tools can provide many other benefits, including improved communication between team members, better alignment of project objectives with overall business goals, and more effective prioritization of tasks. Successful implementation of tracking activity and project management tools can lead to improved project outcomes and greater efficiency and productivity for the organization.

Overall, the Tracking Activity and Project Management project represents a valuable initiative to improve project outcomes and increase efficiency in project management. By implementing these tools and techniques, organizations can improve their project management practices and achieve better outcomes.

# Project Purpose/Justification

## Business Need/Case

In today's fast-paced business environment, there is a growing demand for efficient and effective project management. The PDO needed to be able to deliver projects on time and within period to remain concise. Tracking activity and project management tools can help organizations meet this demand by improving project visibility, communication, and efficiency.

PDO and Faculty struggle with project management, often due to the number of projects to be handled or seeing a project progress and updates. By implementing tracking activity and project management tools, organizations can establish best practices for project management and improve their overall efficiency and productivity.

Advances in technology have made tracking activity and project management tools more accessible and affordable than ever before. Cloud-based project management tools, for example, can be accessed from anywhere with an internet connection and provide real-time project status updates, making it easier for teams to collaborate and communicate effectively.

In summary, the Business Need/Case for tracking activity and project management is driven by a combination of market demand, organizational need, customer request, and technological advance. By implementing these tools, organizations can improve their project management capabilities, meet customer demands, and stay competitive in the marketplace.

## Business Objectives

The business objectives for this project are in direct support of our corporate strategic plan to improve IT security and reduce costs associated with loss and waste.

* Improve project outcomes: The primary objective of implementing tracking activity and project management is to improve project outcomes, such as meeting project timelines, staying within budget, and delivering quality products or services.
* Enhance team collaboration: By implementing project management tools, team members can work together more effectively and collaborate on projects in real-time, regardless of their location.
* Optimize resource allocation: By tracking activity and monitoring progress, project managers can identify areas where resources may be over-allocated or under-allocated.
* Increase efficiency: Project management tools can help to automate repetitive tasks, track progress, and provide real-time updates, which can increase efficiency and reduce the risk of errors.

# Project Description

The project will be executed in phases, with the first phase focused on assessing the PDO/Faculty current project management practices and identifying areas for improvement. This will involve working closely with PDO, team members, and faculty/teachers to gather information about current project management practices and identify gaps and opportunities for improvement.

In the subsequent phases, project management tools and technologies will be implemented, including project planning software, and project tracking and viewing mechanisms. The project team will work with project managers and team members to ensure that these tools are customized to meet the organization's specific needs.

## 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 project, the following objectives for the tracking activity and project management project must be met within the designated time allocations:

* Specific: Improve project outcomes by reducing project completion time by 70% compared to the previous term and achieve 100% by the last term.
* Measurable: Increase team collaboration by achieving a 20% increase in team member participation in project planning and status meetings.
* Attainable: Implement a new project management tool that meets the organization's specific needs and can be deployed within the next 3 months.
* Realistic: Optimize project to what the project team can accomplish and still maintain the quality and scope.
* Time-bound: Foster innovation by implementing a new idea management system and receiving at least new ideas from team members within the first the term period/months.

## Requirements

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

* The project management system should be user-friendly and intuitive, with a simple and easy-to-use interface.
* The system should allow for easy collaboration and communication among team members, faculty or teachers, and PDO.
* The system should provide real-time data on project progress, projects managed, project details and members.
* The system should be secure and provide role-based access to data, ensuring that only authorized individuals can access sensitive project information.
* The system should integrate with existing software and tools, including calendar, and document management systems.
* The system should allow for customization to meet the PDO’s/faculty specific needs and workflows.

## Constraints

The following constraints pertain to the ISA project:

* The PDO may have a strict deadline to complete all the projects, which could limit the amount of time available for planning and execution.
* The project may have competing stakeholder interests or conflicting priorities, which may need to be addressed and balanced in order to achieve project success.
* The project team may have skill gaps that need to be addressed in order to execute the project successfully such as learning Laravel and bootstrap syntax.

## 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 PDO, faculty, and teachers
* The project team assumes that the project timeline is feasible and will not change significantly, allowing them to plan and execute accordingly.
* The project team assumes that the project requirements are clear and well-defined, and that any changes to the requirements will be communicated promptly.
* The project team assumes that PDO will be supportive of the project and will provide necessary resources and assistance as needed.
* The project team assumes that the program being used will function as intended and not require significant troubleshooting or debugging.
* The project team assumes that communication channels will be clear and open, allowing for effective collaboration and problem-solving.

## Preliminary Scope Statement

The scope of this project is to develop and implement a tracking activity and project management system for PDO, or faculty/teachers. This will involve identifying necessary metrics and tools, developing a project management plan, and implementing the tracking system. The project will require a advisor and team with expertise in project management and software development, as well as access to necessary software tools. The project will be considered complete when the tracking system is successfully implemented, users are able to use and accept the system, and improved project management processes and outcomes are demonstrated. This preliminary scope statement is subject to change as the project undergoes progressive elaboration and additional details are identified.

# Risks

The following risks for the ISA 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:

* There may be quality issues associated with the tracking system, such as errors or omissions in the data captured or problems with the functionality of the system
* The introduction of a new tracking system may be met with resistance from faculty or PDO who are accustomed to existing processes and may be reluctant to adopt new ways of working.

# Project Deliverables

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

* A detailed plan outlining the approach, tasks, and timelines for completing the project.
* A design document describing the specifications, features, and functionality of the tracking system to be developed.
* Regular status reports to keep stakeholders informed on project progress, milestones, issues, and risks.
* A presentation to assess the effectiveness of the tracking system and identify opportunities for improvement.
* A working prototype of the tracking system to demonstrate its functionality and test it with PDO.

# Summary Milestone Schedule

The project Tracking Activity and Project Management Summary Milestone Schedule is presented below.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | 04/20/2022 |
| 1. Project Documentation | 04/26/2022 |
| * Complete Solution Design | 06/24/2022 |
| 1. Diagrams Completion | 11/12/2022 |
| 1. Proofreading Documentation | 02/24/2023 |
| 1. Complete Project Requirements | 03/01/2023 |
| 1. Completion of Program | 03/01/2023 |
| 1. Project Complete/Finals Presentation | 03/02/2023 |

# Project Approval Requirements

Success for the Tracking Activity and Project Management includes obtaining approval from the project sponsor and stakeholders for the project charter, business case, and project plan. The project manager must ensure that the project aligns with the organization's strategic plan and that the project objectives are SMART. The project manager must also obtain approval for any changes to the project scope, schedule, or budget. Finally, the project manager must ensure that all project documentation is up to date and that project deliverables meet quality standards before seeking final approval and closing out the project.

Success for the Tracking Activity and Project Management (TAPM) project will be achieved when a fully tested program functions properly, and all technical documentation, diagrams, finalization of the paper, is fully approved throughout the panelist being presented and from the client and advisor within term. Additionally, success for the TAPM project will be determined by meeting the project objectives and completing the project within the approved schedule. The project team must also ensure that all deliverables are of high quality and meet the needs of the PDO. Regular communication with the PDO, advisor, teacher, and project team is critical to ensure that the project stays on track and any issues are addressed in a timely manner. Finally, once the project is completed, a thorough evaluation will be conducted to ensure that all project requirements have been met and that the project has achieved its intended outcomes.

# Project Manager

# The Project Manager for the duration of the Tracking Activity and Project Management (TAPM) project will be Noreen Keziah Sioco she will be responsible for managing and dividing the completion of tasks, scheduling, and communication regarding the TAPM project. Her team, consisting of 5 members, all software and security students, will be the matrix support of the faculty. Noreen Keziah Sioco will coordinate all requirements through the PDO, Jayvee Cabardo. He will be advising and looking over the team till the completion of the project. Project team will provide weekly updates to the PDO about the project's progress.Authorization

Approved by the Project Sponsor:

Date:

<Jayvee M. Cabardo>

<Project Development Director>