**PROJECT CHARTER PLAN**

**ADENICSY**

**Apelo Dental Clinic**

**R0203, Apelo Bldg 8271, Dr Arcadio Santos Ave**

**Parañaque City, 1700**

**March 08, 2023**

Table of Contents

[Executive Summary 2](#_Toc129091246)

[Project Purpose/Justification 3](#_Toc129091247)

[Business Need/Case 3](#_Toc129091248)

[Business Objectives 3](#_Toc129091249)

[Project Description 4](#_Toc129091250)

[Project Objectives and Success Criteria 4](#_Toc129091251)

[Requirements 4](#_Toc129091252)

[Constraints 4](#_Toc129091253)

[Assumptions 5](#_Toc129091254)

[Preliminary Scope Statement 5](#_Toc129091255)

[Risks 5](#_Toc129091256)

[Project Deliverables 5](#_Toc129091257)

[Summary Milestone Schedule 6](#_Toc129091258)

[Summary Budget 6](#_Toc129091259)

[Project Approval Requirements 7](#_Toc129091260)

[Project Manager 7](#_Toc129091261)

[Authorization 8](#_Toc129091262)

# Executive Summary

The developers proposed a software solution for Apelo Dental Clinic named ADENICSY (Apelo Dental Clinic System). This dental clinic still relies on a manual system of storing patient data on an index card and having a card number for queuing. With this kind of process, the patients need to spend a lot of time waiting for their turn. They need to get a number as early as 4 in the morning and inquire to the staff about the current number being served. Also, due to their lack of digital storage of data, some patient information is missing. The group interviewed some of the clinic staff, dentists, and patients to further analyze the dental clinic’s problem. They found out that the problem of handling patients’ data and the waiting time of the patient is the main pain point of the said persona. With the said feedback from the people that the group interviewed the developers come up with the said system to help the client store their patient information/medical records digitally and make a queuing system, they can view the current number being served in the clinic and get the number in the system so that they do not need to go to the clinic as early as 4 in the morning, by this the patient waiting time can be lessened.

# Project Purpose/Justification

## Business Need/Case

This project will help the Apelo Dental Clinic (ADC) to have a dental clinic management system that will allow them to reduce the waiting time of the customer through an appointment system, store patient information in a digital format that will make retrieval and related processes easier, and track performance of the clinic that will help them in optimizing it. Hence, this project will benefit the following:

The existing system may improve by implementing modern technology to make a better process to serve their patient and allow the administrator to monitor the clinic’s key performance indicators. Specifically, this system will benefit the following:

**Dentist** – Storing and navigating dental records and other patient information will be easier which can improve the quality and time of the services.

**Front-desk staff** - Reduce their time in data sharing, processing, and management, allowing them to focus on the other scope of their work and respond immediately to patients’ questions or concerns.

**Accounting staff**- Storing and taking down payment records and generating sales reposts will be easy this is supported by the system.

**Patients** – Waiting time will be lessened since the system will provide the queuing numbers online and they can view the current number being served in the clinic. Also, they will be able to see the statement of the account from their point of view.

**Future Developers** - This project can help the future developer as they can refer to this for any related topics.

## Business Objectives

The business objectives of Apelo Dental Clinic is to offer excellent dental care that is affordable for everyone, and their aim is to constantly improve and provide the highest standard of dental services in a secure environment for lifelong oral health. Despite this, the ADC still employs traditional or manual methods for patient registration and waiting, such as queuing.

# Project Description

The ADENICSY system will provide efficiency regarding patients` treatment and queuing lists, and the accessibility of data records such as dental data, patient information, and payment records. With this, the risk of data loss or physical damage to data and physical storage consumed by the data files will be reduced. This software will be developed in HTML and PHP code using a laptop and it would be accessed through mobile phones, desktops, and tablets for the users, admin, and staff.

## **Project Objectives and Success Criteria**

The main objective of this project is to develop a website/ system for Apelo Dental Clinic that will improve its business processes. Thus, the developer wants to achieve the following:

* Aim to make the waiting time from 4 hours to 1 hour.
* Provide a search function that will show the recent dental information of a certain patient.
* Make queueing numbers online so that patients can get the number through their mobile phones and see the current number in the clinic as it updates.

## **Requirements**

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

* The project should be tested by the team to ensure its quality of the project.
* The project must be tested by the project adviser and sponsor to gather opinions that would help to validate that the project accomplishes its goal.
* The team should always consult with the project adviser and sponsor to make sure that the project is in line with its promises.

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

## **Constraints**

The following constraints pertain to the ADENICSY project:

* All hardware and software must be compatible with our current IT platforms.
* The inventory management of clinic supplies will not be included.
* Data migration of the patient information will not be handled by the developers.

## **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:

* The patients will be interested in using the website since it has many benefits that would make their transactions with the dental clinic easy.
* This project has the full support of the project sponsor, stakeholders, and all departments.
* The purpose of this project will be communicated throughout the company before deployment.
* The IT manager will provide additional resources if necessary.

## **Preliminary Scope Statement**

The focus of this project is to lessen the waiting time of the patients of Apelo Dental Clinic (ADC) and digitalized the manual processing of patients’ information. This will include user login, patient information input from different users, visual teeth model, queuing number, and payment records. Thus, providing solutions to make a better way of queuing numbers and accessing patient information including how it will go from the day-to-day process is the main concern that will be developed in this study.

# Risks

The following risks for the ADENICSY 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:

* Disruption of operations during solution deployment and data migration.
* External threats breaching security via new methods.

# Project Deliverables

The following will be the project deliverable through these features that will be accessed by the admin, staff, and patients of Apelo Dental Clinic.

* At least 100% working prototype of the proposed website/application.

Admins

* Manage Reports: A overview of the clinic’s performance such as clinic sales, queuing performance, and patient feedback.
* Manage Account: Organizing staff account so that they can limit what their staff can access through the website by adding their credential to their accounts.

Dentist

* Manage Dental Records: A digitalize patient information; it has a search function to find specific patients. It can view previous records, add new records, and update patients’ dental information.
* Manage Payment Records: A digitalized management of patients’ payments, but the dentist can only add new payment records for the services done to the patient.

Staff

* Manage Dentist Schedule: Organize dentist schedule such as adding or editing the schedule, ordering dentist schedule on a specific day to limit the numbers that will be released for the patient.
* Manage Queuing: A releasing queue number for a patient, it can update the current number being served in the clinic and view and edit the queuing list.
* Manage Payment Records: A digitalized management of patients’ payments, it can add or edit the patient payment records.

Patient

* Manage Account: A registration to have access to the website.
* Manage Queuing: Joining the queuing list, they need to get a queue number on the website and can view the current number being served in the dental clinic.
* Recommendation list for future improvements.

# 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 Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | 04/06/2022 |
| * Complete Solution Design | 06/21/2022 |
| 1. Complete Diagram Design | 12/10/2022 |
| 1. Solution Simulation | 02/27/2023 |
| 1. Complete Solution Simulation and Testing | 03/05/2023 |
| 1. Deploy Solution | 03/07/2023 |
| 1. Project Complete | 03/08/2023 |

# Summary Budget

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

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| 1. Domain Name | ₱ 10,000 |
| * Hosting Service | ₱30,000 (per year) |
| 1. Hardware Components | ₱ 175,000 |
| 1. Maintenance | ₱5,000 (per year) |
| **Total** | **₱220, 000** |

# Project Approval Requirements

Success for the ADENICSY will be achieved when the system is fully tested and all the technical documentation is fully deployed in the dental clinic, Apelo Dental clinic. In addition, the measure of success must fully foresee the need for this solution to evolve to stop potential threats, hence it must include a recommendation list for future security concerns. Success will determine by the project sponsor, Dr. Denroe, who will also authorize the completion of the project.

# Project Manager

Alfonzo Louise De Vera is named Project Manager for the duration of the ADENICSY project. Mr. De Vera’s responsibility is to manage all project tasks, scheduling, and communication regarding the ADENICSY project. His team consists of his peers from school. Mr. De Vera will coordinate with the client regarding the project they have requested. Mr. De Vera is authorized to approve all budget expenditures up to and including the allocated budget amounts. Mr. De Vera will provide weekly updates to the Project Sponsor and client.

# 

# Authorization

Approved by the Project Sponsor:

Date:

Apelo Dental Clinic Owner